AFDA and AFDA Express (2010) to AFDA Express Version 2 Mapping Guide

This guide enables AFDA and AFDA Express (2010) classes to be mapped to AFDA Express Version 2. As a result of the review of AFDA Express (2010) functions have been merged and additional classes included to allow the earlier destruction of low value records.

The guide applies to the function of Establishment.

The guide is arranged by the function and activity business classification scheme (BCS) of AFDA. The document will be useful for agencies wishing to check the minimum retention periods in AFDA to assist in deciding whether the rolled-up AFDA Express disposal action best meets their administrative needs. It will also be a useful sentencing tool for agencies using the BCS to title records on creation.

Some activities have a 'No class' entry in the AFDA column. In these instances other AFDA functions and activities are referred to through 'For' statements leading to a disposal class. For example, in the AFDA BCS most functions include 'Acquisition', 'Contracting-out' and 'Tendering' that are now covered under classes in the Procurement function. With these 'No class' entries the mapping document indicates which AFDA Express class should be used.

A 'No Class' entry may occur in the AFDA Express Version 2 column. These were formally 'destroy when reference ceases' classes and are no longer covered by AFDA Express Version 2. For example, previously 'copies of all property management plans' had the disposal action of destroy when reference ceases and are now no longer covered. Agencies may enquire about disposal coverage options by contacting the National Archives' Agency Service Centre.

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FUNCTION	ACTIVITY	AFDA CLASS	AFDA EXPRESS CLASS 2010	AFDA EXPRESS VERSION 2 CLASS
ESTABLISHMENT	Advice	1181	20258	62600
	Authorisation	1182	20258	62600
	Authorisation	1183	20258	62600
	Committees	1184	20258	62600
	Committees	1185	20258	62600
	Evaluation	1186	20258	62600
	Meetings	1187	20258	62600
	Meetings	1188	20258	62600
	Planning	1189	20258	62600
	Planning	1190	20258	62600
	Planning	1191	20258	62600
	Planning	1192	20258	No Class
	Policy	1193	20258	62600
	Policy	1194	20258	62600
	Policy	1195	20258	62600
	Policy	1196	20258	No Class
	Procedures	1197	20258	62600
	Procedures	1198	20258	62599*
	Procedures	1199	20258	No Class
	Reporting	1200	20258	62600
	Reporting	1201	20258	62600
	Reporting	1202	20258	62599*
	Reporting	1203	20258	No Class
	Restructuring	1204	20258	62600
	Restructuring	1205	20258	62600
	Restructuring	1206	20257	62598
	Restructuring	1207	20258	62600
	Reviewing	1208	20258	62600
	Reviewing	1209	20258	62600
	Reviewing	1210	20258	62599*
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	Variations	1213	20258	62599*

* Default class 62600 can also be used to sentence where class 62599 is indicated.