

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 new function of External Relations. Previously Community Relations and Government Relations in AFDA and AFDA Express (2010).

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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<u>COMMUNITY RELATIONS</u>	<u>2</u>
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FUNCTION	ACTIVITY	AFDA CLASS	AFDA EXPRESS CLASS 2010	AFDA EXPRESS VERSION 2 CLASS
COMMUNITY RELATIONS	Acquisition	No Class	20317	62544
	Addresses (presentations)	20921	20439	62657
	Addresses (presentations)	1003	20443	62661
	Addresses (presentations)	1004	20443	62661
	Arrangements	1005	20443	62660*
	Celebrations	1006	20439	62657
	Celebrations	1007	20443	62660*
	Celebrations	1008	20443	62660*
	Ceremonies	1009	20439	62657
	Ceremonies	1010	20443	62660*
	Ceremonies	1011	20443	62660*
	Committees	1012	20443	62657/62661
	Committees	1013	20443	62661
	Conferences	1014	20443	62657/62660*
	Conferences	1015	20443	62657/62660*
	Conferences	1016	20443	No Class
	Conferences	20922	20443	62660*
	Conferences	1018	20443	No Class
	Conferences	1019	20443	62660*
	Contracting-out	No Class	20317	62544
	Customer Service	1021	20443	62661
	Customer Service	1022	20443	62661
	Customer Service	1023	20443	62661
	Donations	1024	20439	62657
	Donations	1025	20443	62661
	Donations	1026	20443	62661
	Donations	1027	20443	62661
	Enquiries	1028	20443	62660*
	Evaluation	1029	20443	62661
	Exhibitions	1030	20443	62661/62660*
	Functions (social)	1031	20443	62660*
	Grant Funding	1032	20443	62661
	Grant Funding	1033	20443	62661
	Greetings	1034	20443	62660*
	Implementation	1035	20443	62657/62661/62660*
	Joint Ventures	1036	20443	62659
	Joint Ventures	20923	20440	62547
	Joint Ventures	20924	20441	62548
	Joint Ventures	20925	20442	62549
	Joint Ventures	1040	20443	62550
	Liaison	1041	20443	62661
	Marketing	1042	20443	62657/62661
	Media Relations	1043	20439	62657
	Media Relations	1044	20443	62660*
	Media Relations	1045	20443	62661
	Meetings	1046	20443	62661
	Meetings	1047	20443	62661
	Planning	1048	20443	62657/62661
	Planning	1049	20443	62660*
	Planning	1050	20443	62661

FUNCTION	ACTIVITY	AFDA CLASS	AFDA EXPRESS CLASS 2010	AFDA EXPRESS VERSION 2 CLASS
COMMUNITY RELATIONS (cont)	Planning	1051	20443	No Class
	Policy	1052	20443	62657/62661
	Policy	1053	20443	62661
	Policy	1054	20443	62661
	Policy	1055	20443	No Class
	Procedures	1056	20443	62661
	Procedures	1057	20443	62660*
	Procedures	1058	20443	No Class
	Public Reaction	1059	20443	62661
	Reporting	1060	20443	62657/62661
	Reporting	1061	20443	62657/62661
	Reporting	1062	20443	62660*
	Reporting	1063	20443	No Class
	Reporting	1064	20443	62660*
	Representatives	1065	20443	62661
	Research	1066	20443	62657/62661
	Research	1067	20443	62661
	Reviewing	1068	20443	62657/62661
	Reviewing	1069	20443	62661
	Security	1070	20443	62661
	Submissions	1071	20443	62661
	Submissions	1072	20443	62661
	Submissions	1073	20443	62661
	Suggestions	1074	20443	62660*
	Tendering	No Class	20314 - 20317	62543-62544
	Visits	1085	20443	62660*
Visits	1086	20443	62661	
Visits	1087	20443	62660*	
Visits	1088	20443	62661	

* Default class 62661 can also be used to sentence where class 62660 is indicated.

FUNCTION	ACTIVITY	AFDA CLASS	AFDA EXPRESS CLASS 2010	AFDA EXPRESS CLASS 2019
GOVERNMENT RELATIONS	Addresses (presentations)	1342	20267	62657
	Addresses (presentations)	1343	20270	62661
	Addresses (presentations)	1344	20270	62661
	Advice	1345	20268	62658
	Advice	1346	20267	62657
	Advice	1347	20267	62657
	Advice	1348	20267	62657
	Advice	1349	20270	62661
	Advice	1350	20270	62661
	Advice	1351	20270	62661
	Advice	1352	20268	62658
	Advice	20949	20270	62661
	Advice	20948	20270	62661
	Agency Liaison	20950	20270	62661
	Agreements	1354	20267	62657
	Agreements	1355	20267	62657

FUNCTION	ACTIVITY	AFDA CLASS	AFDA EXPRESS CLASS 2010	AFDA EXPRESS CLASS 2019
GOVERNMENT RELATIONS (cont)	Agreements	1356	20270	62659
	Agreements	1357	20270	62659
	Committees	1358	20267	62657
	Committees	1359	20270	62660*
	Committees	1360	20270	62661
	Committees	1361	20270	62660*
	Committees	1362	20270	62661
	Committees	1363	20270	62661
	Compliance	1364	20270	62661
	Customer Service	1365	20270	62661
	Customer Service	1366	20270	62661
	Customer Service	1367	20270	62661
	Implementation	1368	20270	62657/62661/62660*
	Inquiries	1369	20267	62657
	Inquiries	1370	20267	62657
	Inquiries	1371	20270	62661
	Inquiries	1372	20270	62661
	Inquiries	1373	20270	62661
	Joint Ventures	1374	20267	62657
	Joint Ventures	1375	20267	62657
	Joint Ventures	1376	20270	62659
	Joint Ventures	1377	20270	62659
	Legislation	1378	20267	62657
	Media Relations	1379	20267	62657
	Media Relations	1380	20270	62660*
	Media Relations	1381	20270	62661
	Meetings	1382	20270	62661
	Meetings	1383	20270	62661
	Policy	1384	20270	62657/62661
	Policy	1385	20270	62661
	Policy	1386	20270	62661
	Policy	1387	20270	No Class
	Procedures	1388	20270	62661
	Procedures	1389	20270	62660*
	Procedures	1390	20270	No Class
	Reporting	1391	20267	62657
	Reporting	1392	20267	62657
	Reporting	1393	20270	62661
	Reporting	1394	20270	62661
	Reporting	1395	20270	No Class
	Reporting	1396	20270	62660*
	Representations	1397	20270	62661
	Representations	1398	20267	62657
	Representations	1399	20269	62660*
	Representations	1400	20270	62660*
	Representations	1401	20270	62661
Representatives	1402	20270	62661	
Research	1403	20270	62657/62661	
Research	1404	20270	62661	
Reviewing	1405	20270	62657/62661	
Reviewing	1406	20270	62661	

FUNCTION	ACTIVITY	AFDA CLASS	AFDA EXPRESS CLASS 2010	AFDA EXPRESS CLASS 2019
GOVERNMENT RELATIONS (cont)	Security	1407	20270	62661
	Submissions	1408	20268	62658
	Submissions	1409	20267	62657
	Submissions	1410	20267	62657
	Submissions	1411	20267	62657
	Submissions	1412	20270	62659
	Submissions	1413	20270	62661
	Visits	1414	20270	62657/62659
	Visits	1415	20267	62657
	Visits	1416	20270	62661
	Visits	1417	20270	62661

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