

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 Personnel Management. Previously Personnel and Staff Development functions 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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FUNCTION	ACTIVITY	AFDA CLASS	AFDA EXPRESS CLASS 2010	AFDA EXPRESS VERSION 2 CLASS
PERSONNEL	Accidents	1690	20304	62641/62629
	Advice	21133	20313	62627/62638
	Agreements	1691	20304	62641/62629
	Agreements	1692	20313	62638
	Allowances	1693	20313	62627/62641/ 62629/62638
	Arrangements	1694	20313	62635*
	Authorisation	1695	20313	62638
	Authorisation	1696	20313	62638
	Claims	1697	20313	62638
	Committees	1698	20313	62638
	Committees	1699	20313	62638
	Compliance	1700	20313	62638
	Contracting-out	No class	20317	62544
	Counselling	1702	20313	62638
	Counselling	1703	20313	62638
	Discipline	20962	20308	62627/62634
	Discipline	1705	20312	62627/62637
	Discipline	1706	20304	62627/62641/62629
	Discipline	1707	20312	62627/62637
	Employment Conditions	1708	20304	62641/62629
	Employment Conditions	20963	20304	62641/62629
	Employment Conditions	1710	20305	62630
	Employment Conditions	1711	20313	62641/62629
	Employment Conditions	1712	20313	62641/62638
	Employment Conditions	1713	20313	62638
	Employment Conditions	1714	20304	62641/62629
	Employment Conditions	20964	20304	62641/62629
	Employment Conditions	1715	20304	62641/62629
	Employment Conditions	1716	20313	62641/62629
	Employment Conditions	1717	20313	62638
	Employment Conditions	20965	20313	62638
	Employment Conditions	1720	20313	62638
	Evaluation	1721	20313	62638
	Grievances	1722	20313	62638
	Infringements	1723	20313	62635*
	Insurance	1724	20313	62638
	Insurance	1725	20313	62635*
	Leave	1726	20304	62641/62629
	Leave	1727	20304	62641/62629
	Leave	1728	20313	62638
	Marketing	1729	20313	62638
	Meetings	1730	20313	62638
	Meetings	1731	20313	62638
Moving	1732	20313	62635*	
Performance Management	1733	20313	62638	

FUNCTION	ACTIVITY	AFDA CLASS	AFDA EXPRESS CLASS 2010	AFDA EXPRESS CLASS 2019
PERSONNEL	Performance Management	1734	20310	62635*
	Performance Management	1735	20313	62638
	Planning	1736	20313	62638
	Planning	1737	20313	62635*
	Planning	1738	20313	62638
	Planning	1739	20313	No Class
	Policy	20966	20313	62627/62628/62638
	Policy	1741	20313	62627/62628/62638
	Policy	1742	20313	62638
	Policy	1743	20313	No Class
	Procedures	1744	20313	62627/62628/62638
	Procedures	1745	20313	62627/62628/62635*
	Procedures	1746	20313	No Class
	Recruitment	20967	20313	62638
	Recruitment	1748	20313	62638
	Rehabilitation	1749	20313	62638
	Reporting	1750	20313	62638
	Reporting	1751	20313	62638
	Reporting	1752	20313	62638
	Reporting	1753	20313	62635*
	Reporting	1754	20313	No Class
	Representatives	1755	20313	62638
	Reviewing	1756	20313	62627/62638
	Reviewing	1757	20313	62635*
	Reviews (decisions)	1758	20313	62638
	Reviews (decisions)	1759	20313	62627/62634/62638
	Reviews (decisions)	1760	20313	62627/62634/62637
	Salaries	20968	20304	62641/62629
	Salaries	20970	20313	62642
	Salaries	20971	20311	62636
	Salaries	20969	20304	62641/62629
	Salaries	1763	20313	62638
	Security	1764	20306	62632
	Security	1765	20313	62638
	Security	1766	20307	62633
	Separations	1767	20304	62641/62629
	Separations	1768	20313	62641/62629
	Social Clubs	1769	20313	62635*
	Suggestions	1770	20313	62638
	Suggestions	1771	20313	62635*
Tendering	No class	20314 - 20317	62543 - 44	

* Default class 62638 can also be used to sentence where class 62635 is indicated.

FUNCTION	ACTIVITY	AFDA CLASS	AFDA EXPRESS CLASS 2010	AFDA EXPRESS CLASS 2019
STAFF DEVELOPMENT	Acquisition	No class	20317	62544
	Addresses (presentations)	1962	20339	62635*
	Addresses (presentations)	1963	20339	62638
	Advice	1964	20339	62638
	Allowances	1965	20339	62638

FUNCTION	ACTIVITY	AFDA CLASS	AFDA EXPRESS CLASS 2010	AFDA EXPRESS CLASS 2019	
STAFF DEVELOPMENT (cont)	Arrangements	1966	20339	62635*	
	Audit	1967	20339	62638	
	Audit	1968	20339	62638	
	Authorisation	1969	20339	62638	
	Authorisation	1970	20339	62638	
	Committees	1971	20339	62638	
	Committees	1972	20339	62638	
	Compliance	1973	20339	62638	
	Conferences	1974	20339	62635*	
	Conferences	1975	20339	62638	
	Conferences	1976	20339	62638	
	Conferences	1977	20339	62635*	
	Conferences	1978	20339	No Class	
	Conferences	1979	20339	62638	
	Contracting-out	No class		20317	62544
	Evaluation	1981		20339	62638
	Meetings	1982		20339	62638
	Meetings	1983		20339	62638
	Planning	1984		20339	62638
	Planning	1985		20339	62635*
	Planning	1986		20339	62638
	Planning	1987		20339	No Class
	Policy	1988		20339	62638
	Policy	1989		20339	62638
	Policy	1990		20339	62638
	Policy	1991		20339	No Class
	Procedures	1992		20339	62638
	Procedures	1993		20339	62638
	Procedures	1994		20339	No Class
	Reporting	1995		20339	62638
	Reporting	1996		20339	62638
	Reporting	1997		20339	62635*
	Reporting	1998		20339	No Class
	Reviewing	1999		20339	62638
	Reviewing	2000		20339	62638
	Tendering	No class		20314 - 20317	62544
	Training	2011		20339	62638
	Training	2012		20339	62638
	Training	2013		20339	62635*
	Training	2014		20339	62635*
	Training	2015		20339	62638
Training	2016		20339	62635*	
Training	2017		20339	62627/62635*	
Training	2018		20339	62638	
Training	2019		20339	62635*	
Training	2020		20338	62631	
Training	2021		20338	62631	

* Default class 62638 can also be used to sentence where class 62635 is indicated.