

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 Property Management.

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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PROPERTY MANAGEMENT

FUNCTION	ACTIVITY	AFDA CLASS	AFDA EXPRESS CLASS 2010	AFDA EXPRESS VERSION 2 CLASS
PROPERTY MANAGEMENT	Acquisition	1782	20318	62664
	Acquisition	1783	20328	62668
	Acquisition	1784	20326	62669
	Acquisition	1785	20328	62671
	Acquisition	1786	20328	62671
	Acquisition	20978	20320	62546/62547
	Acquisition	20979	20321	62546/62548
	Acquisition	20980	20322	62546/62549
	Advice	20981	20328	62671
	Agreements	20982	20328	62664/62668/62671
	Agreements	1792	20328	62664/62668/62671
	Agreements	1793	20328	62671
	Appeals (decisions)	1794	20324	62667
	Arrangements	1795	20328	62670*
	Audit	20983	20319	62665
	Audit	20984	20328	62671
	Audit	1797	20328	62671
	Authorisation	1798	20328	62671
	Authorisation	1799	20328	62671
	Claims	1800	20324	62667
	Claims	1801	20328	62671
	Committees	1802	20318	62664
	Committees	1803	20328	62671
	Committees	1804	20328	62671
	Compliance	1805	20328	62671
	Conservation	20985	20318	62664
	Conservation	1807	20325	62668
	Conservation	1808	20318	62664
	Construction	1809	20318	62664
	Construction	20986	20325	62668
	Construction	1811	20328	62671
	Construction	1812	20328	62671
	Contracting-out	1813	20328	62671
	Disposal	1814	20318	62664
	Disposal	1815	20328	62668
	Disposal	20987	20320	62546/62547
	Disposal	20988	20321	62546/62548
	Disposal	20989	20322	62546/62549
	Evaluation	1819	20328	62671
	Fit-outs	1820	20318	62664
	Fit-outs	20990	20325	62668
	Implementation	1822	20318	62664
	Implementation	1823	20325	62668
	Implementation	1824	20328	62671
	Implementation	1825	20328	62671
	Inspections	1826	20328	62664/62668/62671
	Inspections	1827	20319	62665
	Installation	20991	20325	62664/62668
	Insurance	1829	20328	62664/62671
	Insurance	1830	20328	62670*

FUNCTION	ACTIVITY	AFDA CLASS	AFDA EXPRESS CLASS 2010	AFDA EXPRESS VERSION 2 CLASS
	Inventory	1831	20328	62671
	Leasing	1832	20328	62664/62671
	Leasing	1833	20328	62671
	Leasing	20992	20328	62670*
	Leasing-out	1834	20328	62664/62671
	Leasing-out	1835	20328	62671
	Leasing-out	20993	20328	62670*
	Lost Property	20994	20328	62670*
	Lost Property	20995	20328	62671
	Maintenance	1836	20318	62664
	Maintenance	1837	20325	62668
	Maintenance	1838	20325	62664/62668
	Maintenance	1839	20319	62665
	Maintenance	1840	20323	62666
	Maintenance	1841	20328	62670*
	Maintenance	1842	20328	62671
	Maintenance	1843	20328	62671
	Maintenance	1844	20328	62671
	Meetings	1845	20328	62671
	Meetings	1846	20328	62671
	Moving	1847	20328	62671
	Planning	1848	20318	62664
	Planning	1849	20328	62671
	Planning	1850	20328	62671
	Planning	1851	20328	62671
	Planning	1852	20328	No Class
	Policy	1853	20328	62671
	Policy	1854	20328	62671
	Policy	1855	20328	62671
	Policy	1856	20328	No Class
	Procedures	1857	20328	62671
	Procedures	1858	20328	62670*
	Procedures	1859	20328	No Class
	Reporting	1860	20318	62664
	Reporting	1861	20325	62667
	Reporting	1862	20328	62671
	Reporting	1863	20328	62671
	Reporting	1864	20328	62671
	Reporting	1865	20328	No Class
	Reviewing	1866	20318	62664
	Reviewing	1867	20328	62671
	Reviewing	1868	20328	62671
	Risk Management	1869	20328	62671
	Risk Management	1870	20328	62671
	Security	1871	20318	62664
	Security	1872	20328	62671
	Security	1873	20328	62671
	Security	1874	20328	62671
	Security	1875	20328	No Class
	Security	1876	20327	No Class

FUNCTION	ACTIVITY	AFDA CLASS	AFDA EXPRESS CLASS 2010	AFDA EXPRESS VERSION 2 CLASS
	Tendering	20996	20328	62671
	Tendering	1878	20328	62671
	Tendering	1879	20328	62671
	Tendering	20997	20328	62670*
	Tendering	1881	20328	62671
	Tendering	20998	20320	62546/62547
	Tendering	20999	20321	62546/62548
	Tendering	21000	20322	62546/62549
	Tendering	21001	20328	62671
	Tendering	1886	20328	62671

* Default class 62671 can also be used to sentence where class 62670 is indicated.