

## **AFDA and AFDA Express 2010 to AFDA Express 2017 Mapping Guide**

This guide enables AFDA and AFDA Express 2010 classes to be mapped to AFDA Express 2017. 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 functions of Equipment & Stores, Financial Management and Fleet Management. The Equipment & Stores and Fleet Management functions have been combined in AFDA Express 2017 to form a new Asset Management function.

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.

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FUNCTION	ACTIVITY	AFDA CLASS	AFDA EXPRESS CLASS 2010	AFDA EXPRESS CLASS 2017
EQUIPMENT & STORES	Acquisition	No Class	20317	62392
	Agreements	20935	20256	62392
	Agreements	1128	20256	62392
	Allocation	1129	20256	62391*
	Allocation	1130	20256	62391*
	Arrangements	1131	20256	62391*
	Arrangements	1132	20256	62391*
	Arrangements	1133	20256	62392
	Audit	1134	20256	62392
	Audit	1135	20256	62392
	Authorisation	1136	20256	62392
	Authorisation	1137	20256	62392
	Claims	1138	20256	62392
	Compliance	1139	20256	62392
	Construction	No class	20317	20317
	Contracting-out	No class	20317	20317
	Disposal	1142	20256	62391*
	Disposal	1143	20256	62392
	Distribution	1144	20256	62392
	Distribution	1145	20256	62392
	Evaluation	No class	20317, 20256	20317, 62392
	Inspections	1148	20256	62391*
	Installation	1149	20256	62391*
	Installation	1150	20256	62391*
	Insurance	1151	20256	62392
	Insurance	1152	20256	62391*
	Inventory	1153	20256	62392
	Leasing	No class	20317	20317
	Leasing-out	1155	20256	62392
	Maintenance	1156	20256	62391*
	Policy	1157	20256	62392
	Policy	1158	20256	62392
	Procedures	1159	20256	62392
	Procedures	1160	20256	62392
	Procedures	1161	20256	62392
	Procedures	1162	20256	62392
	Reporting	1163	20256	62392
	Reviewing	1164	20256	62391*
	Reviewing	1165	20256	62391*
	Risk Management	1166	20256	62392
	Risk Management	1167	20256	62392
	Security	1168	20256	62392
	Security	1169	20256	62392
Stocktake	1170	20256	62391*	
Tendering	No class	20314 - 20317	20314 - 20317	

\* Default class 62392 can also be used to sentence where class 62391 is indicated.

FUNCTION	ACTIVITY	AFDA CLASS	AFDA EXPRESS CLASS 2010	AFDA EXPRESS CLASS 2017
FINANCIAL MANAGEMENT	Accounting	1214	20260	62386
	Accounting	1215	20260	62386
	Accounting	20936	20260	62386
	Accounting	1217	20260	62386
	Accounting	1218	20260	62386
	Accounting	1219	20260	62386
	Accounting	1220	20260	62386
	Accounting	1221	20260	62386
	Accounting	1222	20260	62385*
	Accounting	1223	20260	62386
	Accounting	1224	20260	62386
	Accounting	1225	20260	62386
	Accounting	1226	20260	62386
	Acquisition	No class	20317	20317
	Advice	1228	20260	62386
	Agreements	20937	20260	62386
	Agreements	1230	20260	62386
	Allocation	1231	20260	62386
	Asset Register	1232	20260	62386
	Asset Register	1233	20260	62386
	Audit	1234	20259	62384
	Audit	1235	20260	62386
	Audit	1236	20260	62386
	Authorisation	1237	20259	62384
	Authorisation	1238	20259	62384
	Budgeting	1239	20260	62386
	Budgeting	1240	20260	62386
	Budgeting	1241	20260	62386
	Budgeting	1242	20260	62385*
	Budgeting	1243	20260	62386
	Committees	1244	20260	62386
	Committees	1245	20260	62386
	Compliance	1246	20260	62386
	Contracting-out	No class	20317	20317
	Donations	1248	20260	62386
	Evaluation	1249	20260	62386
	Financial Statements	1250	20260	62386
	Fraud	1251	20260	62386
	Fraud	1252	20260	62386
	Grant Funding	1253	20260	62386
	Inventory	1254	20260	62385*
	Meetings	1255	20260	62386
	Meetings	1256	20260	62386
	Payments	1257	20260	62386
	Planning	1258	20260	62386
	Planning	1259	20260	62385*
Planning	1260	20260	62385*	
Planning	1261	20260	62386	
Policy	1262	20260	62386	
Policy	1263	20260	62385*	

FUNCTION	ACTIVITY	AFDA CLASS	AFDA EXPRESS CLASS 2010	AFDA EXPRESS CLASS 2017
FINANCIAL MANAGEMENT (cont)	Policy	1264	20260	62385*
	Policy	1265	20260	62385*
	Procedures	1266	20260	62386
	Procedures	1267	20260	62385*
	Procedures	1268	20260	62385*
	Reporting	1269	20260	62386
	Reporting	1270	20260	62386
	Reporting	1271	20260	62385*
	Reporting	1272	20260	62385*
	Reviewing	1273	20260	62386
	Reviewing	1274	20260	62385*
	Risk Management	1275	20260	62386
	Risk Management	1276	20260	62386
	Salaries	20938	20260	62386
	Standards	1278	20260	62386
	Tendering	No class	20314 - 20317	20314 - 20317
	Treasury Management	1289	20260	62386
	Treasury Management	1290	20260	62386
	Treasury Management	1291	20260	62386

\* Default class 62386 can also be used to sentence where class 62385 is indicated.

FUNCTION	ACTIVITY	AFDA CLASS	AFDA EXPRESS CLASS 2010	AFDA EXPRESS CLASS 2017
FLEET MANAGEMENT	Accidents	1292	20263	62392
	Acquisition	No Class	20317	20317
	Agreements	1295	20263	62392
	Agreements	1296	20263	62392
	Allowances	1297	20263	62392
	Arrangements	1298	20263	62391*
	Authorisation	1299	20263	62392
	Authorisation	1300	20263	62392
	Authorisation	1301	20263	62391*
	Authorisation	1302	20263	62391*
	Claims	1303	20263	62392
	Committees	1304	20263	62392
	Committees	1305	20263	62392
	Compliance	1306	20263	62392
	Compliance	1307	20263	62391*
	Compliance	1308	20263	62392
	Contracting-out	No Class	20317	20317
	Disposal	1310	20263	62392
	Disposal	1311	20263	62391*
	Infringements	1312	20263	62391*
	Insurance	1313	20263	62392
	Insurance	1314	20263	62391*
	Leasing	No Class	20317	20317
	Maintenance	1317	20261	62389
	Maintenance	1318	20262	62390
	Meetings	1319	20263	62392

FUNCTION	ACTIVITY	AFDA CLASS	AFDA EXPRESS CLASS 2010	AFDA EXPRESS CLASS 2017
FLEET MANAGEMENT (cont)	Meetings	1320	20263	62392
	Policy	1321	20263	62392
	Policy	1322	20263	62392
	Policy	1323	20263	62392
	Policy	1324	20263	62392
	Procedures	1325	20263	62392
	Procedures	1326	20263	62392
	Procedures	1327	20263	62392
	Reporting	1328	20263	62392
	Reporting	1329	20263	62392
	Reporting	1330	20263	62392
	Reporting	1331	20263	62392
	Tendering	No Class	20314 - 20317	20314 - 20317

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