

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 Publication.

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](#).

CONTENTS

| | |
|--------------------|----------|
| <u>PUBLICATION</u> | <u>2</u> |
|--------------------|----------|

| FUNCTION | ACTIVITY | AFDA CLASS | AFDA EXPRESS (2010) CLASS | AFDA EXPRESS VERSION 2 CLASS | |
|-------------|-----------------------|------------|---------------------------|------------------------------|-------|
| PUBLICATION | Advice | 1887 | 20337 | 62619 | |
| | Agreements | 1888 | 20337 | 62619 | |
| | Agreements | 1889 | 20337 | 62619 | |
| | Agreements | 1890 | 20332 | 62617 | |
| | Committees | 1891 | 20337 | 62618* | |
| | Committees | 1892 | 20337 | 62618* | |
| | Compliance | 1893 | 20337 | 62619 | |
| | Contracting-out | No class | | 20317 | 62544 |
| | Corporate Style | 1895 | 20337 | 62618* | |
| | Corporate Style | 1896 | 20337 | 62618* | |
| | Corporate Style | 1897 | 20337 | 62618* | |
| | Corporate Style | 1898 | 20337 | 62618* | |
| | Disposal | 1899 | 20337 | 62613** | |
| | Disposal | 1900 | 20337 | 62614** | |
| | Distribution | 1901 | 20337 | 62618* | |
| | Drafting | 1902 | 20337 | 62614**/62618* ** | |
| | Enquiries | 1903 | 20337 | 62618* | |
| | Evaluation | 1904 | 20337 | 62619 | |
| | Evaluation | 1905 | 20337 | 62619 | |
| | Intellectual Property | 1906 | 20337 | 62619 | |
| | Intellectual Property | 1907 | 20337 | 62619 | |
| | Joint Ventures | 1908 | 20337 | 62619 | |
| | Joint Ventures | 21002 | 20333 | 62547 | |
| | Joint Ventures | 1910 | 20334 | 62548 | |
| | Joint Ventures | 21003 | 20335 | 62549 | |
| | Joint Ventures | 1912 | 20337 | 62550 | |
| | Marketing | 1913 | 20337 | 62619 | |
| | Marketing | 1914 | 20337 | 62618* | |
| | Marketing | 1915 | 20337 | 62618* | |
| | Meetings | 1916 | 20337 | 62619 | |
| | Meetings | 1917 | 20337 | 62619 | |
| | Planning | 1918 | 20337 | 62618* | |
| | Planning | 1919 | 20337 | 62618* | |
| | Planning | 1920 | 20337 | 62618* | |
| | Planning | 1921 | 20337 | 62618* | |
| | Planning | 1922 | 20337 | 62618* | |
| | Planning | 1923 | 20337 | No Class | |
| | Policy | 1924 | 20337 | 62619 | |
| | Policy | 1925 | 20337 | 62619 | |
| | Policy | 1926 | 20337 | 62619 | |
| | Policy | 1927 | 20337 | No Class | |
| | Procedures | 1928 | 20337 | 62618* | |
| | Procedures | 1929 | 20337 | 62618* | |
| Procedures | 1930 | 20337 | No Class | | |
| Production | 1931 | 20329 | 62613 | | |
| Production | 1932 | 20330 | 62614 | | |
| Production | 21188 | 20329 | 62613 | | |
| Production | 1934 | 20329 | 62613 | | |
| Production | 1935 | 20329 | 62615 | | |
| Production | 1936 | 20337 | 62615/62616 | | |

| FUNCTION | ACTIVITY | AFDA CLASS | AFDA EXPRESS (2010) CLASS | AFDA EXPRESS VERSION 2 CLASS |
|----------|-----------------|------------|---------------------------|------------------------------|
| | Production | 21189 | 20331 | 62613/62619 |
| | Production | 1938 | 20336 | 62618* |
| | Reporting | 1939 | 20337 | 62619 |
| | Reporting | 1940 | 20337 | 62619 |
| | Reporting | 1941 | 20337 | 62618* |
| | Reporting | 1942 | 20337 | No Class |
| | Research | 1943 | 20337 | 62613 ** |
| | Research | 1944 | 20337 | 62618* ** |
| | Reviewing | 1945 | 20337 | 62619 |
| | Reviewing | 1946 | 20337 | 62618* |
| | Risk Management | 1947 | 20337 | 62619 |
| | Risk Management | 1948 | 20337 | 62619 |
| | Risk Management | 1949 | 20337 | 62619 |
| | Stocktake | 1950 | 20337 | 62618* |
| | Tendering | No class | 20314 - 20317 | 62543 - 62544 |

* Default class 62619 can also be used to sentence where class 62618 is indicated.

** refer to 'For' statement under class number provided