

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 Industrial Relations.

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

INDUSTRIAL RELATIONS

2

FUNCTION	ACTIVITY	AFDA CLASS	AFDA EXPRESS (2010) CLASS	AFDA EXPRESS VERSION 2 CLASS
INDUSTRIAL RELATIONS	Advice	1418	20274	62595*
	Agreements	20951	20272	62593
	Agreements	1420	20274	62596
	Allowances	1421	20274	62595*
	Appeals (decisions)	20952	20274	62596
	Appeals (decisions)	1423	20274	62596
	Claims	1424	20274	62596
	Committees	1425	20273	62594
	Committees	1426	20273	62596
	Compliance	1427	20274	62596
	Contracting-out	No class	20317	62544
	Disputes	1429	20274	62596
	Enterprise Bargaining	20953	20272	62593
	Grievances	1432	20274	62596
	Industrial Action	1433	20271	62592
	Industrial Action	1434	20274	62596
	Infringements	1435	20274	62596
	Inspections	1436	20274	62596
	Inspections	1437	20274	62596
	Insurance	1438	20274	62596
	Insurance	1439	20274	62596
	Meetings	1440	20274	62596
	Meetings	1441	20274	62596
	Planning	1442	20274	62596
	Planning	1443	20274	62595*
	Planning	1444	20274	62595*/62596
	Planning	1445	20274	No Class
	Policy	1446	20271	62592
	Policy	1447	20274	62596
	Policy	1448	20274	62596
	Policy	1449	20274	No Class
	Procedures	1450	20274	62596
	Procedures	1451	20274	62595*
	Procedures	1452	20274	No Class
	Reporting	1453	20274	62596
	Reporting	1454	20274	62596
	Reporting	1455	20274	62595*
	Reporting	1456	20274	No Class
	Research	1457	20274	62596
	Research	1458	20274	62596
	Risk Management	20954	20274	62596
	Risk Management	20955	20274	62596
Tendering	No class	20314 - 20317	62543 - 62544	

* Default class 62596 can also be used to sentence where class 62595 is indicated.