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 External Relations. Previously Community Relations and Government Relations 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](https://reftracker.naa.gov.au/reft100.aspx?key=ASC).

**CONTENTS**

COMMUNITY RELATIONS 2

GOVERNMENT RELATIONS 3

| FUNCTION | ACTIVITY | AFDA CLASS | AFDA EXPRESS CLASS 2010 | AFDA EXPRESS VERSION 2 CLASS |
| --- | --- | --- | --- | --- |
| COMMUNITY | Acquisition | No Class | 20317 | 62544 |
| RELATIONS | Addresses (presentations) | 20921 | 20439 | 62657 |
|  | Addresses (presentations) | 1003 | 20443 | 62661 |
|  | Addresses (presentations) | 1004 | 20443 | 62661 |
|  | Arrangements | 1005 | 20443 | 62660\* |
|  | Celebrations | 1006 | 20439 | 62657 |
|  | Celebrations | 1007 | 20443 | 62660\* |
|  | Celebrations | 1008 | 20443 | 62660\* |
|  | Ceremonies | 1009 | 20439 | 62657 |
|  | Ceremonies | 1010 | 20443 | 62660\* |
|  | Ceremonies | 1011 | 20443 | 62660\* |
|  | Committees | 1012 | 20443 | 62657/62661 |
|  | Committees | 1013 | 20443 | 62661 |
|  | Conferences | 1014 | 20443 | 62657/62660\* |
|  | Conferences | 1015 | 20443 | 62657/62660\* |
|  | Conferences | 1016 | 20443 | No Class |
|  | Conferences | 20922 | 20443 | 62660\* |
|  | Conferences | 1018 | 20443 | No Class |
|  | Conferences | 1019 | 20443 | 62660\* |
|  | Contracting-out | No Class | 20317 | 62544 |
|  | Customer Service | 1021 | 20443 | 62661 |
|  | Customer Service | 1022 | 20443 | 62661 |
|  | Customer Service | 1023 | 20443 | 62661 |
|  | Donations | 1024 | 20439 | 62657 |
|  | Donations | 1025 | 20443 | 62661 |
|  | Donations | 1026 | 20443 | 62661 |
|  | Donations | 1027 | 20443 | 62661 |
|  | Enquiries | 1028 | 20443 | 62660\* |
|  | Evaluation | 1029 | 20443 | 62661 |
|  | Exhibitions | 1030 | 20443 | 62661/62660\* |
|  | Functions (social) | 1031 | 20443 | 62660\* |
|  | Grant Funding | 1032 | 20443 | 62661 |
|  | Grant Funding | 1033 | 20443 | 62661 |
|  | Greetings | 1034 | 20443 | 62660\* |
|  | Implementation | 1035 | 20443 | 62657/62661/62660\* |
|  | Joint Ventures | 1036 | 20443 | 62659 |
|  | Joint Ventures | 20923 | 20440 | 62547 |
|  | Joint Ventures | 20924 | 20441 | 62548 |
|  | Joint Ventures | 20925 | 20442 | 62549 |
|  | Joint Ventures | 1040 | 20443 | 62550 |
|  | Liaison | 1041 | 20443 | 62661 |
|  | Marketing | 1042 | 20443 | 62657/62661 |
|  | Media Relations | 1043 | 20439 | 62657 |
|  | Media Relations | 1044 | 20443 | 62660\* |
|  | Media Relations | 1045 | 20443 | 62661 |
|  | Meetings | 1046 | 20443 | 62661 |
|  | Meetings | 1047 | 20443 | 62661 |
|  | Planning | 1048 | 20443 | 62657/62661 |
|  | Planning | 1049 | 20443 | 62660\* |
|  | Planning | 1050 | 20443 | 62661 |
| COMMUNITY | Planning | 1051 | 20443 | No Class |
| RELATIONS | Policy | 1052 | 20443 | 62657/62661 |
| (cont) | Policy | 1053 | 20443 | 62661 |
|  | Policy | 1054 | 20443 | 62661 |
|  | Policy | 1055 | 20443 | No Class |
|  | Procedures | 1056 | 20443 | 62661 |
|  | Procedures | 1057 | 20443 | 62660\* |
|  | Procedures | 1058 | 20443 | No Class |
|  | Public Reaction | 1059 | 20443 | 62661 |
|  | Reporting | 1060 | 20443 | 62657/62661 |
|  | Reporting | 1061 | 20443 | 62657/62661 |
|  | Reporting | 1062 | 20443 | 62660\* |
|  | Reporting | 1063 | 20443 | No Class |
|  | Reporting | 1064 | 20443 | 62660\* |
|  | Representatives | 1065 | 20443 | 62661 |
|  | Research | 1066 | 20443 | 62657/62661 |
|  | Research | 1067 | 20443 | 62661 |
|  | Reviewing | 1068 | 20443 | 62657/62661 |
|  | Reviewing | 1069 | 20443 | 62661 |
|  | Security | 1070 | 20443 | 62661 |
|  | Submissions | 1071 | 20443 | 62661 |
|  | Submissions | 1072 | 20443 | 62661 |
|  | Submissions | 1073 | 20443 | 62661 |
|  | Suggestions | 1074 | 20443 | 62660\* |
|  | Tendering | No Class | 20314 - 20317 | 62543-62544 |
|  | Visits | 1085 | 20443 | 62660\* |
|  | Visits | 1086 | 20443 | 62661 |
|  | Visits | 1087 | 20443 | 62660\* |
|  | Visits | 1088 | 20443 | 62661 |

\* Default class 62661 can also be used to sentence where class 62660 is indicated.

| FUNCTION | ACTIVITY | AFDA CLASS | AFDA EXPRESS CLASS 2010 | AFDA EXPRESS CLASS 2019 |
| --- | --- | --- | --- | --- |
| GOVERNMENT | Addresses (presentations) | 1342 | 20267 | 62657 |
| RELATIONS | Addresses (presentations) | 1343 | 20270 | 62661 |
|  | Addresses (presentations) | 1344 | 20270 | 62661 |
|  | Advice | 1345 | 20268 | 62658 |
|  | Advice | 1346 | 20267 | 62657 |
|  | Advice | 1347 | 20267  61224 (2013 amendment) | 62657 |
|  | Advice | 1348 | 20267 | 62657 |
|  | Advice | 1349 | 20270 | 62661 |
|  | Advice | 1350 | 20270 | 62661 |
|  | Advice | 1351 | 20270 | 62661 |
|  | Advice | 1352 | 20268 | 62658 |
|  | Advice | 20949 | 20270 | 62661 |
|  | Advice | 20948 | 20270 | 62661 |
|  | Agency Liaison | 20950 | 20270 | 62661 |
|  | Agreements | 1354 | 20267 | 62657 |
|  | Agreements | 1355 | 20267 | 62657 |
| GOVERNMENT | Agreements | 1356 | 20270 | 62659 |
| RELATIONS | Agreements | 1357 | 20270 | 62659 |
| (cont) | Committees | 1358 | 20267 | 62657 |
|  | Committees | 1359 | 20270 | 62660\* |
|  | Committees | 1360 | 20270 | 62661 |
|  | Committees | 1361 | 20270 | 62660\* |
|  | Committees | 1362 | 20270 | 62661 |
|  | Committees | 1363 | 20270 | 62661 |
|  | Compliance | 1364 | 20270 | 62661 |
|  | Customer Service | 1365 | 20270 | 62661 |
|  | Customer Service | 1366 | 20270 | 62661 |
|  | Customer Service | 1367 | 20270 | 62661 |
|  | Implementation | 1368 | 20270 | 62657/62661/62660\* |
|  | Inquiries | 1369 | 20267 | 62657 |
|  | Inquiries | 1370 | 20267 | 62657 |
|  | Inquiries | 1371 | 20270 | 62661 |
|  | Inquiries | 1372 | 20270 | 62661 |
|  | Inquiries | 1373 | 20270 | 62661 |
|  | Joint Ventures | 1374 | 20267 | 62657 |
|  | Joint Ventures | 1375 | 20267 | 62657 |
|  | Joint Ventures | 1376 | 20270 | 62659 |
|  | Joint Ventures | 1377 | 20270 | 62659 |
|  | Legislation | 1378 | 20267 | 62657 |
|  | Media Relations | 1379 | 20267 | 62657 |
|  | Media Relations | 1380 | 20270 | 62660\* |
|  | Media Relations | 1381 | 20270 | 62661 |
|  | Meetings | 1382 | 20270 | 62661 |
|  | Meetings | 1383 | 20270 | 62661 |
|  | Policy | 1384 | 20270 | 62657/62661 |
|  | Policy | 1385 | 20270 | 62661 |
|  | Policy | 1386 | 20270 | 62661 |
|  | Policy | 1387 | 20270 | No Class |
|  | Procedures | 1388 | 20270 | 62661 |
|  | Procedures | 1389 | 20270 | 62660\* |
|  | Procedures | 1390 | 20270 | No Class |
|  | Reporting | 1391 | 20267 | 62657 |
|  | Reporting | 1392 | 20267 | 62657 |
|  | Reporting | 1393 | 20270 | 62661 |
|  | Reporting | 1394 | 20270 | 62661 |
|  | Reporting | 1395 | 20270 | No Class |
|  | Reporting | 1396 | 20270 | 62660\* |
|  | Representations | 1397 | 20270 | 62661 |
|  | Representations | 1398 | 20267 | 62657 |
|  | Representations | 1399 | 20269 | 62660\* |
|  | Representations | 1400 | 20270 | 62660\* |
|  | Representations | 1401 | 20270 | 62661 |
|  | Representatives | 1402 | 20270 | 62661 |
|  | Research | 1403 | 20270 | 62657/62661 |
|  | Research | 1404 | 20270 | 62661 |
|  | Reviewing | 1405 | 20270 | 62657/62661 |
|  | Reviewing | 1406 | 20270 | 62661 |
| GOVERNMENT | Security | 1407 | 20270 | 62661 |
| RELATIONS | Submissions | 1408 | 20268 | 62658 |
| (cont) | Submissions | 1409 | 20267 | 62657 |
|  | Submissions | 1410 | 20267 | 62657 |
|  | Submissions | 1411 | 20267 | 62657 |
|  | Submissions | 1412 | 20270 | 62659 |
|  | Submissions | 1413 | 20270 | 62661 |
|  | Visits | 1414 | 20270 | 62657/62659 |
|  | Visits | 1415 | 20267 | 62657 |
|  | Visits | 1416 | 20270 | 62661 |
|  | Visits | 1417 | 20270 | 62661 |

\* Default class 62661 can also be used to sentence where class 62660 is indicated.