

AFDA and AFDA Express 2010 to AFDA Express 2019 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 Information Technology and Information Management. Previously Information Management and Technology & Telecommunications functions 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](#).

CONTENTS

<u>INFORMATION MANAGEMENT</u>	<u>2</u>
<u>TECHNOLOGY & TELECOMMUNICATIONS</u>	<u>3</u>

FUNCTION	ACTIVITY	AFDA CLASS	AFDA EXPRESS CLASS 2010	AFDA EXPRESS VERSION 2 CLASS
INFORMATION MANAGEMENT	Acquisition	No Class	20317	62544
	Advice	1470	20448	62625
	Agreements	1471	20448	62625
	Agreements	1472	20448	62625
	Audit	1473	20448	62625
	Audit	1474	20448	62625
	Audit	1474	20448	62625
	Authorisation	1476	20448	62625
	Authorisation	1477	20448	62625
	Cases	1478	20444	62621
	Cases	1479	20446	62625
	Cases	1480	20448	62625
	Cases	1481	20448	62625
	Committees	1482	20448	62625
	Committees	1483	20448	62625
	Compliance	1484	20448	62625
	Compliance	1485	20448	62625
	Conservation	1486	20448	62625
	Conservation	1487	20448	62625
	Conservation	1488	20448	62625
	Contracting-out	No class	20317	62544
	Control	1490	20444	62621
	Control	1491	20448	62625
	Control	1492	20448	62625
	Control	1493	20444	62621
	Control	1494	20444	62621
	Control	1495	20444	62621
	Control	1496	20448	62624*
	Control	1497	20448	62625
	Customer Service	1498	20448	62624*
	Customer Service	1499	20448	62625
	Customer Service	1500	20448	62624*
	Customer Service	1501	20448	62625
	Data Administration	1502	20448	62625
	Disposal	1503	20448	62625
	Disposal	1504	20448	62625
	Disposal	1505	20444	62623
	Disposal	1506	20448	62625
	Distribution	1507	20448	62625
	Donations	1508	20448	62625
	Enquiries	1509	20448	62624*
	Enquiries	1510	20448	62624*
Evaluation	1511	20448	62625	
Implementation	1512	20448	62625	
Implementation	1513	20444	62621	
Inspections	1514	20448	62625	
Intellectual Property	1515	20448	62625	
Intellectual Property	1516	20448	62625	
Inventory	1517	20448	62624*	

FUNCTION	ACTIVITY	AFDA CLASS	AFDA EXPRESS CLASS 2010	AFDA EXPRESS VERSION 2 CLASS
	Marketing	1518	20448	62624*
INFORMATION MANAGEMENT (cont)	Meetings	1519	20448	62625
	Meetings	1520	20448	62625
	Planning	1521	20448	62625
	Planning	1522	20448	62625
	Planning	1523	20448	62625
	Planning	1524	20448	No Class
	Policy	1525	20448	62625
	Policy	1526	20448	62625
	Policy	1527	20448	62625
	Policy	1528	20448	No Class
	Policy	20956	20445	62623
	Policy	1530	20448	62625
	Policy	1531	20448	62625
	Privacy	1532	20448	62625
	Privacy	1533	20448	62625
	Procedures	1534	20448	62625
	Procedures	1535	20448	62625
	Procedures	1536	20444	62621
	Procedures	1537	20448	No Class
	Reporting	1538	20448	62625
	Reporting	1539	20448	62625
	Reporting	1540	20448	62625
	Reporting	1541	20448	No Class
	Reporting	1542	20448	62625
	Research	1543	20448	62625
	Research	1544	20448	62625
	Restructuring	1545	20447	62625
	Restructuring	1546	20448	62625
	Reviewing	1547	20448	62625
	Reviewing	1548	20448	62625
	Risk Management	1549	20448	62625
	Risk Management	1550	20448	62625
	Security	1551	20444	62621
Security	1552	20448	62625	
Security	1553	20448	62625	
Standards	1554	20448	62625	
Submissions	1555	20448	62625	
Suggestions	1556	20448	62624*	
Tendering		No class	20314 - 20317	62543 - 62544

* Default class 62625 can also be used to sentence where class 62624 is indicated.

FUNCTION	ACTIVITY	AFDA CLASS	AFDA EXPRESS CLASS 2010	AFDA EXPRESS CLASS 2019
TECHNOLOGY & TELECOMMUNICATIONS	Acquisition	No class	20317	62544
	Advice	2081	20344	62625
	Advice	2082	20344	62625

FUNCTION	ACTIVITY	AFDA CLASS	AFDA EXPRESS CLASS 2010	AFDA EXPRESS CLASS 2019
	Agreements	21007	20344	62625
	Agreements	2084	20344	62625
TECHNOLOGY & TELECOMMUNICATIONS (cont)	Allocation	2085	20344	62624*
	Application Development	2086	20344	62622
	Application Development	2087	20344	62625
	Application Development	2088	20344	62625
	Application Development	2089	20344	62625
	Audit	2090	20344	62625
	Audit	2091	20344	62625
	Authorisation	2092	20344	62625
	Authorisation	2093	20344	62625
	Committees	2094	20344	62625
	Committees	2095	20344	62625
	Compliance	2096	20344	62625
	Contracting-out	No class	20317	62544
	Control	2098	20344	62625
	Control	2099	20344	62625/63000
	Control	2100	20344	62625/63000
	Control	2101	20344	62625
	Control	2102	20344	62625
	Customer Service	2103	20344	62624*
	Customer Service	2104	20344	62625
	Data Administration	2105	20344	62625
	Data Administration	2106	20344	62625
	Database Management	2107	20344	62622
	Database Management	2108	20344	62625
	Disposal	2109	20344	62624*
	Disposal	2110	20344	62625
	Evaluation	2111	20344	62625
	Evaluation	2112	20344	62625
	Evaluation	2113	20344	62625
	Evaluation	2114	20344	62625
	Evaluation	2115	20344	62625
	Evaluation	2116	20344	62625
	Implementation	2117	20343	62621
	Implementation	2118	20344	62639
	Implementation	2119	20344	62625
	Inspection	2120	20344	62624*
	Installation	2121	20344	62624*
	Installation	2122	20344	62624*
	Intellectual Property	2123	20344	62625
	Intellectual Property	2124	20344	62625
	Leasing	No class	20317	62544
	Leasing-out	2126	20344	62625
	Maintenance	2127	20344	62624*
	Meetings	2128	20344	62625
	Meetings	2129	20344	62625
	Modelling	2130	20344	62625
	Operations	2131	20344	62624*
	Planning	2132	20344	62625

FUNCTION	ACTIVITY	AFDA CLASS	AFDA EXPRESS CLASS 2010	AFDA EXPRESS CLASS 2019
	Planning	2133	20344	62625
	Planning	2134	20344	62625
TECHNOLOGY & TELECOMMUNICATIONS (cont)	Planning	2135	20344	62625
	Planning	2136	20344	No Class
	Policy	2137	20344	62625
	Policy	2138	20344	62625
	Policy	2139	20344	62625
	Policy	2140	20344	No Class
	Privacy	2141	20344	62625
	Privacy	2142	20344	62625
	Procedures	2143	20344	62625
	Procedures	2144	20344	62625
	Procedures	2145	20344	No Class
	Procedures	2146	20344	62625
	Reporting	2147	20344	62625
	Reporting	2148	20344	62625
	Reporting	2149	20344	62625
	Reporting	2150	20344	62625
	Reporting	2151	20344	No Class
	Research	2152	20344	62625
	Research	2153	20344	62625
	Restructuring	2154	20344	62625
	Reviewing	2155	20344	62625
	Reviewing	2156	20344	62625
	Reviewing	2157	20344	62625
	Reviewing	2158	20344	62625
	Reviewing	2159	20344	62625
	Reviewing	2160	20344	62625
	Reviewing	2161	20344	62625
	Risk Management	2162	20344	62625
	Risk Management	2163	20344	62625
	Security	2164	20344	62625
	Security	2165	20344	62625
	Security	2166	20344	62624*
	Security	2167	20344	62624*
	Security	2168	20344	62625
Security	2169	20344	62625	
Standards	2170	20344	62625	
Tendering	No class	20314 - 20317	62543 - 62544	
	Systems?	2099? (perhaps not)	No class	63000

* Default class 62625 can also be used to sentence where class 62624 is indicated.