

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 Legal Services.

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.

CONTENTS

LEGAL SERVICES

2

FUNCTION	ACTIVITY	AFDA CLASS	AFDA EXPRESS (2010) CLASS	AFDA EXPRESS VERSION 2 CLASS
LEGAL SERVICES	Advice	21021	20449	62411
	Advice	21022	20455	62411/62414
	Advice	1569	20455	62414
	Agreements	1570	20455	62414
	Agreements	1571	20450	61934 - 61938
	Agreements	20957	20451	61934/61935
	Agreements	1573	20452	61934/61936
	Agreements	20958	20453	61934/61937
	Agreements	20959	20455	62414**
	Claims	1576	20455	62414
	Committees	1577	20455	62414
	Committees	1578	20455	62414
	Compliance	1579	20455	62414
	Contracting-out	No class	20317	20317
	Infringements	1581	20455	62414
	Inquiries	1582	20455	62413*
	Intellectual Property	1583	20454	62412
	Intellectual Property	1584	20455	62414
	Litigation	1585	20449	62411
	Litigation	1586	20455	62411/62414
	Meetings	1587	20455	62414
	Meetings	1588	20455	62413*
	Planning	1589	20455	62414
	Planning	1590	20455	62413*
	Planning	1591	20455	62413*
	Planning	1592	20455	62413*
	Policy	1593	20455	62414
	Policy	1594	20455	62413*
	Policy	1595	20455	62413*
	Policy	1596	20455	62413*
	Procedures	1597	20455	62414
	Procedures	1598	20455	62413*
	Procedures	1599	20455	62413*
	Reporting	1600	20455	62414
	Reporting	1601	20455	62414
	Reporting	1602	20455	62413
	Reporting	1603	20455	62413*
	Research	1604	20455	62414
	Research	1605	20455	62414
	Reviewing	1606	20455	62414
	Reviewing	1607	20455	62413*
	Risk Management	20960	20455	62414
	Risk Management	20961	20455	62414
	Submissions	No class	20443/20267 20268 /20270	20443/20267 20268 /20270
	Tendering	No class	20314 - 20317	20314 - 20317

* Default class 62414 can also be used to sentence where class 62413 is indicated.

** Use the function relevant to the subject of the agreement under the agency's records authority or AFDA Express / AFDA Express Version 2.