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 Strategic Management.

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.

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FUNCTION	ACTIVITY	AFDA CLASS	AFDA EXPRESS CLASS 2010	AFDA EXPRESS CLASS 2019
STRATEGIC MANAGEMENT	Advice	21004	20342	62605
	Agreements	2022	20342	62602/62605
	Agreements	2023	20342	62604/62605
	Audit	2024	20341	62603
	Audit	2025	23042	62603
	Committees	2026	20340	62602
	Committees	2027	20341	62603
	Committees	2028	20342	62603
	Committees	2029	20342	62605
	Compliance	2030	20342	62605
	Contracting-out	No class	20317	62544
	Customer Service	2032	20342	62605
	Customer Service	2033	20342	62605
	Evaluation	2034	20342	62605
	Fraud	2035	20342	62605
	Fraud	2026	20342	62605
	Grant Funding	2037	20342	62605
	Implementation	2038	20342	62605
	Legislation	2039	20340	62602
	Meetings	2040	20342	62605
	Meetings	2041	20342	62605
	Meetings	2042	20342	62605
	Performance Management	21005	20340	62602
	Performance Management	21006	20342	62605
	Planning	2044	20340	62602
	Planning	2045	20342	62605
	Planning	2046	20342	62605
	Planning	2047	20342	62604*
	Planning	2048	20342	No Class
	Policy	2049	20340	62602
	Policy	2050	20342	62602
	Policy	2051	20342	62605
	Policy	2052	20342	No Class
	Procedures	2053	20342	62605
	Procedures	2054	20342	62604*
	Procedures	2055	20342	No Class
	Reporting	2056	20340	62602
	Reporting	2057	20342	62605
	Reporting	2058	20342	62605
	Reporting	2059	20342	No Class
	Reporting	2060	20342	62605
	Research	2061	20342	62605
	Research	2062	20342	62605
	Reviewing	2063	20341	62603
	Reviewing	2064	20342	62605
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	Risk Management	2066	20342	62605
	Standards	2067	20342	62605

FUNCTION	ACTIVITY	AFDA CLASS	AFDA EXPRESS CLASS 2010	AFDA EXPRESS CLASS 2019
	Tendering	No class	20314 - 20317	62543 – 62544

* Default class 62605 can also be used to sentence where class 62604 is indicated.