

## AFDA Revision 2010 – Summary of Amendments

AFDA has been revised to reflect changes in legislation and other records management requirements since 2000. Priority areas for revision that reflect new legislative requirements include the business areas of:

- Compensation;
- Industrial Relations;
- Legal Services;
- OH&S;
- Personnel; and
- Property Management.

A new business of **Procurement** has been added to AFDA in recognition that all agencies undertake procurement activities. The Procurement business replaces all procurement activities previously covered elsewhere, with the exception of Property Management. Agencies do not need to include procurement records in their core business records authorities.

AFDA is available on the Archives website in PDF, xml and Excel formats.

A *Table of Superseded Classes* and an *AFDA to AFDA Express Mapping Guide* are available online to assist with implementation.

### **Main amendments include:**

- centralisation of asbestos related liabilities for Commonwealth Departments with Comcare;
- increased retention period for recruitment records from 2 to 7 years resulting from s351 and s544 of the *Fair Work Act 2009*;
- reduced retention period for contracts under seal (WA) from November 2005 arising from *Limitations Act 2005*, Western Australia;
- all attendance records to be retained for 7 years;
- changes to enterprise bargaining classes;
- reduced retention periods for tax declaration forms and group certificates;
- increased retention period for agency records authority documentation;
- collective and enterprise bargaining agreements are now temporary with the lead agency to retain RNA record; and
- new activities added – Agency Liaison, Lost Property, Risk Management.