

# DEFINITIONS OF RETENTION CODES

Retention Codes are abbreviations used in the *Retention Period* column of the [Records Retention and Disposal Schedules](#). They provide more specific information for the calculation of a record's retention period by establishing the trigger event or time period used to determine when a record can be disposed of. In addition to the retention code, a numerical period of time, usually in years, can be used in the retention period. The retention code, plus the period of time, results in a mathematical formula to determine the full retention period and a destruction date.

**NOTE:** When retention codes ACT and EVT are used, the record series will usually include a definition of what these codes mean within the text of that particular record series.

**NOTE:** In August 2020, the State's [Records Management Services](#) office updated the Records Retention and Disposal Schedule template eliminating the use of retention codes. Schedules created and approved after August 2020 no longer includes these retention codes.

## ACT = Active

An active code is usually assigned to records that are case or project related. The code definition may say that the records are retained *"until the case or project is closed."* This code can also be applied to records where a subjective decision is needed to determine when the records become inactive, as with a subject file. The record is retained *"until it is determined to be inactive"* or *"until it is determined to no longer be of use."* The numerical portion of the retention period begins when the ACT condition has been met. For instance, a case file might be retained "ACT + 5 years" which is *"until the case is closed"* (ACT) *"plus five years"* (numerical).

## CR = Creation

A creation code is assigned to records when a definitive retention period can be assigned and there are no conditions that must be met. The retention period begins from the date the record is created or received, and the numerical portion of the retention period is usually based on the calendar year. For instance, general correspondence may have a two-year retention period so it would be listed on the Retention Schedule as "CR + 2 years" and is retained for two years after the date it is created or received.

## EXP = Expiration

An expiration code is typically assigned to contracts, grants or other types of agreements that must be retained until an expiration date or other legal condition has been met. For instance, contracts might be held until contract expiration (EXP) plus six years.

## FY = Fiscal Year

A fiscal year code is similar to a CR code. The code is assigned to records when a definitive retention period can be assigned, however the retention is based on a fiscal year rather than a calendar year. This retention code is usually assigned to business and financial records which tend to follow the fiscal year.

## SUP = Superseded

A superseded code is typically assigned to records that are updated or revised at various times during their lifetime. Examples would include policies, procedures or records retention and disposal schedules. As a policy is updated and the old version is replaced or superseded, only the current version is retained.

## EVT = Event

Event codes are assigned to records when a retention period is based on a future action or condition. We use this code when we know that a future action or condition will be met, but we don't know exactly when it will happen. When this future event occurs it triggers the beginning of the countdown for the remainder of the retention period, a period of time usually expressed in years.

For instance, the articulation agreements that the College has in place with other institutions are retained *"until agreement is no longer in effect"* (EVT) *"plus six years"* (numerical). Because each agreement is slightly different and is with a different institution we don't know when this trigger event will happen, but once it occurs we can determine the destruction date because we know we need to keep these records for an additional six years past the end of the agreement, the EVT.

## DISP = Immediate Disposal

Immediate Disposal is a retention code used when a type of record is determined to be obsolete, meaning the records are no longer being created and there is no need to retain the records that remain. The College still needs legal authority to dispose of the obsolete records and the approval of the Records Retention and Disposal Schedule provides that authority.

## PERM = Permanent

These records are not authorized for destruction at any point in time, and will be retained in the custody of the College. Many of the records with a Permanent retention code have been identified as having enduring historical value and should be transferred to the LCC Archives.