

## RETENTION TERMINOLOGY

Record retention is either a set period of time or event-driven. Below is retention period terminology and abbreviations commonly used in Ohio State University retention schedules:

Abbreviation	Definition
3 CYCLES	This retention period pertains to the retention of electronic back-up files.
3Y, 4Y, etc.	3 years, 4 years...
ACT, ACT+1, ACT+2, etc.	Active+: The final disposition clock starts once the active period is over. <i>Example: Strategic Plans must be retained 1 year after a new strategic plan is adopted.</i>
CR+1, CR+2, etc.	Creation date + 1 year, Creation date + 2 years, Creation date + 0 years/2 months etc.
CY, CY+1, CY+2, etc.	Current Year (through December 31 of the year the record is created), Current Year + 1 year, Current Year + 2 years...
FY	Fiscal Year (July 1-June 30)
INDEFINITE	Records required to be maintained for a significant period of time and possibly permanently. Their status should be reappraised periodically.
LOB	Life of Building+: Similar to "Active+" but pertains specifically to buildings. The retention period begins when a building is destroyed or sold.
PRM	Permanent
SUP	Until Superseded: Documents that are routinely updated and superseded by the current version.
TRANSIENT	Documents including telephone messages, some emails, drafts, etc., which have temporary value. Retention is not a fixed period of time and is event-driven; should be disposed of after it is superseded by the official record or no longer needed.