

Understanding Record Retention Schedules

Abbreviation	Terminology
A#AP	After # Audit Periods
AA	After Audit and Report are Completed
AAC	After Account Closed
AAFA	After Approved Federal Audit
AAT	After Action Taken
ABC	After Business Closes
ACC	After Case Closed
ACFY	After Current Fiscal Year (July - June)
ACM*	After Conditions Met
ACP	After Close of Policy
ACR	After Code Repealed
AE	After Expired
AES	After Expiration of Sentence

Understanding Record Retention Schedules

Abbreviation	Terminology
AFD	After Final Disposition
AFP	After Final Payment
AFRS	After Final Report Submitted
AGC	After Grant Closed
AL	After Legislature
ALA	After Last Activity/After Last Action
AM	After Maturity
AP	After Paid
APAR	After Printing of Annual Report
APC	After Project Completed/Closed
ASC	After Survey Completed
AT	After Termination
ATE	After Training Ends

Understanding Record Retention Schedules

Abbreviation	Terminology
AW	After Withdrawn
CB	Current Biennium
CBPB	Current Biennium Previous Biennium
CB#P	Current Biennium #of Previous Bienniums
CFY	Calendar Fiscal Year (Jan - Dec)
CR	Current
CY	Current Year
DY	Day(s)
DISP	Dispose of Record
DOC	Duration of Commission
EOC	End of Construction
FFY	Federal Fiscal Year (Oct - Sept)
FL	Film Life

Understanding Record Retention Schedules

Abbreviation	Terminology
LA	Life of Agreement
LB	Life of Bond
LD	Life of the Dealer
LM	Life of Member
LOA	Life of Applicant
LOB	Life of Bridge/Building
LOC	Life/Length of Contract
LOD	Length of Deduction
LOE	Life of Equipment
LOF	Life of Form
LOM	Life of Machine (Life of Mine @ PSC)
LOP	Life of Program (Life of Pit @ DOT)
LOR	Life of Road

Understanding Record Retention Schedules

Abbreviation	Terminology
LOS	Life of System (Computer)
LOT	Life of Teacher
LR	Length of Rental
MO	Month(s)
O+CR	Original plus Current
PA	Past Appointment
PERM	Permanent (PR)
PY	Program Year
UC	Until Canceled
UD	Updated/update
UDR	Until Deceased/Retired
UMR	Until Maturity Reached (age 18)
UR	Until Renewed/Registered/Reconciled

Understanding Record Retention Schedules

Abbreviation	Terminology
URQ	Until Released from Quarantine
US	Until Summarized
VL	Vehicle Life
WA	While Active
YR	Year(s)

*AFTER CONDITIONS MET – Conditions specific to your agency as identified on the Records Retention Schedule with Descriptions.