

Records Management

RETENTION CODES / DISPOSITION WORKSHEET



AC = After close, termination, completion, settled, expiration, etc.

Count forward from the date closed, terminated, completed, settled, or expired. Example: If the Total retention period is AC+3, and the record closed 06/22/01.....

	Example	Dates
AC Date =	06/22/01	_____
+ 1 Year =		_____
+ 2 Year =		_____
+ 3 Year =	06/22/04	_____
+ 4 Year =		_____
+ 5 Year =		_____
+ 1 Day =	06/23/04	_____

In the example above, 06/23/04 is the date this records series is eligible for disposition.

CE = Calendar year end.

Count forward from the calendar year of the records. Example: If the Total retention period is CE+1.....

	Example	Dates
CE Date =	12/31/01	_____
+ 1 Year =	12/31/02	_____
+ 2 Year =		_____
+ 3 Year =		_____
+ 4 Year =		_____
+ 5 Year =		_____
+ 1 Day =	01/01/03	_____

In the example above, 01/01/03 is the date this records series is eligible for disposition.

AV = As long as administratively valuable.

Records are dispositioned when they are no longer administratively valuable. This retention code is used sparingly and applies to titles such as: "Raw Data" or "Memberships to Professional organizations.

FE = Fiscal year end.

Count forward from the end of the fiscal year of the records. UTMB's fiscal year starts September 1 (09/01) and ends August 31 (08/31) the following year. Example: If the Total retention period is FE+3 and the fiscal year started 09/01/00 and ended 08/31/01.....

	Example	Dates
FE Date =	08/31/01	_____
+ 1 Year =		_____
+ 2 Year =		_____
+ 3 Year =	08/31/04	_____
+ 4 Year =		_____
+ 5 Year =		_____
+ 1 Day =	09/01/04	_____

In the example above, 09/01/04 is the date this records series is eligible for disposition.

LA = Life of the asset.

PM = Permanent. A record series with this Total retention period does not expire; records will be maintained until the dissolution of UTMB.

US = Until superseded.

Count forward from the date the record was superseded. Example: If the Total retention period is US+2 and the record was superseded 06/22/01.....

	Example	Dates
US Date =	06/22/01	_____
+ 1 Year =	06/22/02	_____
+ 2 Year =	06/22/03	_____
+ 3 Year =		_____
+ 4 Year =		_____
+ 5 Year =		_____
+ 1 Day =	06/23/03	_____

In the example above, 06/23/03 is the date this records series is eligible for disposition.