



Key to ARCS/ORCS Codes and Acronyms

The following codes and acronyms are used throughout *ORCS* and in *ARCS*:

OPR	Office of Primary Responsibility	Provides the name of the office of primary responsibility if it is different from the primary default OPR.
SO	Superseded / Obsolete	Explains when a file designated SO should be closed.
##y		Gives reasons for active and/or semi-active retention periods that are longer than seven years. In the fictional sample primary, there is a "30y =" note under secondary -20.
NA	Not Applicable	Explains why the usual active, semi-active, or final disposition designation does not apply.
SR/FR	Selective Retention/Full Retention	Explains why records are being selectively or fully retained.
DE	Destroy	Explains (if not self-evident) why records are being destroyed.
OD	Other Disposition	Explains that a permanent transfer is being made from government to another entity.
FOI	Freedom of Information	Explains issues of confidentiality relating to the records.
NOTE		Provides other useful information related to the scope of the secondary records, such as the history of the records, volume of the records, filing procedures, whether there is an ongoing accession number, or location of copies.

Additional Information

Contact your [Records Team](#) and check out the other [RM Guides](#).