Key to ARCS/ORCS Codes and Acronyms

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

Information schedule titles:	**ARCS** = *Administrative Records Classification System* **ORCS** = *Operational Records Classification System*
Office information:	**OPR** = Office of Primary Responsibility
Records life cycle:	**A** = Active **SA** = Semi-active **FD** = Final Disposition
Active and semi-active periods:	**CY** = Calendar Year **FY** = Fiscal Year **NA** = Not Applicable **SO** = Superseded or Obsolete **w** = week **m** = month **y** = year
Final dispositions:	**DE** = Destruction **FR** = Full Retention **SR** = Selective Retention **OD** = Other Disposition
Special flags:	**FOI** = Freedom of Information/Privacy **PIB** = Personal Information Bank **VR** = Vital Records

For further explanation of terms, see the *ARCS and ORCS User Guide*.