

Event Codes

Event Code	Event Description
CP	Completion, settlement, surrender or closing of a business file or activity. For example, an action or project has concluded, or a case has been closed.
CR	For records managed at the individual record, object or item level. For example, the date created.
CYE	Until the end of the calendar year
EXP	Expiration of the effect of a policy/legal instrument such as a contract, lease, mortgage, authorization, license, policy, warranty. For example, expiration of a contract.
FYE	Until the end of the fiscal year.
LOA	Life of the Asset. For example sale of a building.
OBS	For cases where no more specific trigger can be identified. Generally used for short term value / low risk records or records used to support or develop other records. For example, weekly reports used to develop a summary report.
OBS/SUP	Destroy when obsolete or superseded.
PERM	Permanent
ROT	Rotation Schedule. For example, rotation of tapes.
SUP	Records that have been replaced with a new version or entity. For example, such as rules, policies, procedures, training materials, manuals etc.
TE	The termination, separation or discharge of an employee or individual from an organization, program, etc.
VER	Verify and destroy.