

# STATE OF WYOMING 'CLASSIFICATION BY FUNCTION'

## FUNCTION CODE

## FUNCTION TITLE

<b>ADM</b>	<b>1</b>	<b>Administration and Business Support</b>
<b>EMP</b>	<b>2</b>	<b>Employee Services</b>
<b>FIN</b>	<b>3</b>	<b>Financial and Accounting</b>
<b>GAC</b>	<b>4</b>	<b>Governance &amp; Compliance</b>
<b>LGL</b>	<b>5</b>	<b>Legal and Judiciary</b>
<b>NRM</b>	<b>6</b>	<b>Natural Resource Management</b>
<b>PHS</b>	<b>7</b>	<b>Public Health Services</b>
<b>PSS</b>	<b>8</b>	<b>Public Safety</b>

## EVENT CODE

## EVENT DESCRIPTION

<b>CP</b>		'Completion': Completion, settlement, surrender or closing of a business file or activity. <i>For example: An action or project has concluded or a case has been closed.</i>
<b>CR</b>		'Creation': For records managed at the individual record, object or item level. <i>For example: The dated created.</i>
<b>CYE</b>		'Calendar Year End': Until or at the end of the 'Calendar Year'. <i>Example: 12/31/Year</i>
<b>EXP</b>		'Expiration': Expiration of the effect of an event or policy/legal instrument such as a contract, lease, mortgage, authorization, license, policy, warranty. <i>For example: Expiration of a contract.</i>
<b>FYE</b>		'Fiscal Year End': Until or the end of the 'Fiscal Year'. <i>State fiscal year ends June 30<sup>th</sup>. Example: 6/30/Year</i>
<b>LOA</b>		'Life of the Asset': <i>For example: Life or until the destruction or sale of a building.</i>
<b>OBS or OBS/SUP</b>		'Obsolete or Until Obsolete or Superseded: For cases where no more specific trigger can be identified. Generally used for short term records or low value/risk records or records used to support or develop other records. <i>Example: Weekly reports used to develop a summary report.</i>
<b>PERM</b>		'Permanent'
<b>ROT</b>		'Rotation Schedule': <i>For example: Rotation of backup tapes.</i>
<b>SUP</b>		'Superseded': For records that have been replaced/superseded with a new version or entity. <i>For example: Such as rules, procedures, training materials, manuals, etc.</i>
<b>TE</b>		'Termination': The termination of a permit or permit process, separation or discharge of an employee or individual from an organization.
<b>VER</b>		'Verify': Verify and destroy.