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*"Rummaging in the government's attic"*

Description of document: Descriptive key for the INFORM database comprising the inventory of records stored at the Federal Records Centers under the auspices of the National Archives and Records Administration (NARA), 2007

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From: Matthew Olsen <matthew.olsen@nara.gov>  
Date: Tue, 30 Oct 2007 09:32:58 -0400  
Subject: Re: The key to the National Records Center Inventory Listing database

The field codes are attached as a Word document, hope this helps.

Matt

MATTHEW J. OLSEN  
Deputy FOIA Officer  
Office of General Counsel

**TRANSFER  
MASTER**

	<b>DATABASE</b>	<b>DESCRIPTION</b>
Charge Code	Charge Code	Customer agency designated account to be billed for services and storage
Center Name	FRC	Federal Records Center Code or Name
Transfer	RG	Record Group
Transfer	D	A constant dash character
Transfer	AFY	Fiscal Year the records were retired to the FRC
Transfer	X	Sub Accession indicator
Transfer	ACNO	Sequence number for Transfers within FRC, RG, and AFY
SUB	SUB	Subgroup, specific retiring office code assigned by FRC
FRZ	FRZ1	Freeze code 1
VOLUME	VOLUME	Cu. Ft. of records in the accession (Records disposed in the current fiscal year show zero volume)
S	SF	Shelving plan
S	SC	National Security Code
C	CT	Container type
A	AD	Automatic disposal (Y/N)
DISPOSITION		
AUTHORITY	DAU	Disposal Authority citation
D	DCODE	Disposal Code
DISP DATE	DISP	Disposal year
DISP DATE	DISPSP	Disposal month
SERIES		
DESCRIPTION	SERIES	Series description
TY	YrType	Type of year, (C)alendar or (F)iscal in BDATE and EDATE
BDATE	BDATE	Beginning date of records
EDATE	EDATE	Ending date of records
C	CITY	City code assigned by FRC
DOA	MOA	Month of last action on the database
DOA	YOA	Year of last action on the database
TA	ACT	Type of last action on the database
NON-TEXT	NTC	Non-textual code
ROA	ROA	Retiring office address code assigned by FRC
COA	COA	Central office address code assigned by FRC
CDS	FRZ2	Freeze code 2
A	AR	Access restriction code
W	WD	Witness disposal indicator
BBOXNO	BBOXNO	Agency beginning box number
EBOXNO	EBOXNO	Agency ending box number
-	CENTURY	Century the records were retired to the FRC
-	Reserved	Reserved for future use