

**Missouri Secretary of State
Records Management Division
Retention Schedule Acronym List for State Agencies**

Record Series Cutoff Acronym List

CFA – Completion of Federal Audit
CSA – Completion of State Audit
EOCY – End of Calendar Year
EOFFY – End of Federal Fiscal Year (9/30)
EOFY – End of Fiscal Year (agency choice of fiscal year)
EOSFY – End of State Fiscal Year (6/30)
LOS – Life of System
LSAD – Life of system and data
WSO – When Superseded or Outdated

Record Series Disposition Acronym List

DCA – Destroy in Current Area
HIPAA Compliant Shred – Health Insurance Portability and Accountability Act
RTA – Return to Agency
TMSA – Transfer to Missouri State Archives

Records Series Description Acronym List

CFR – Code of Federal Regulations
CSR – Code of State Regulations
RSMo – Revised Statutes of Missouri