

Hold Codes

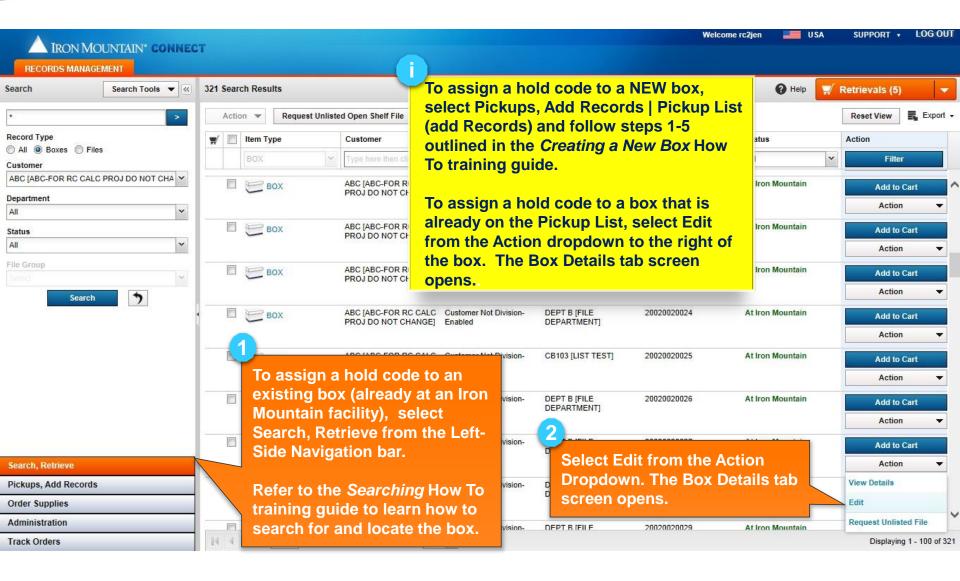
Hold codes override the retention fields on a record and prevent record destruction. As a user you are able to assign hold codes directly to boxes; administrators are able to create and assign hold codes to entire record codes and departments.

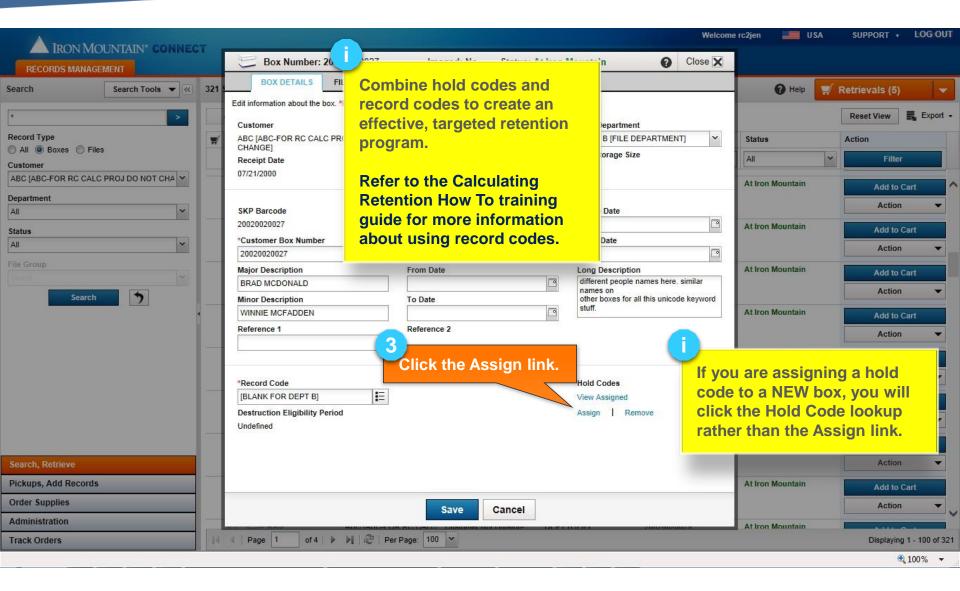
Use this guide to learn how to:

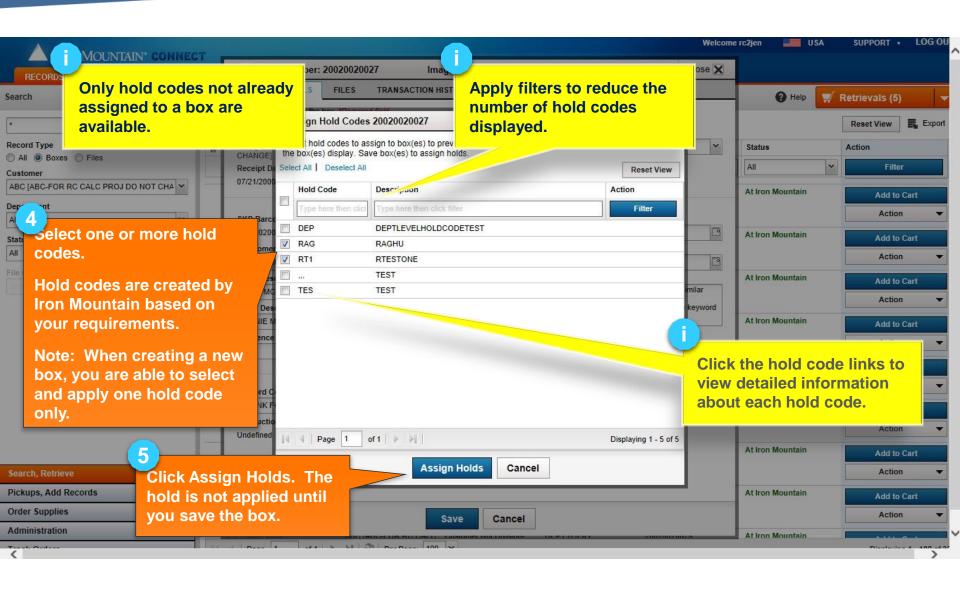
- Assign a hold code to a box
- View the hold codes assigned to a box
- Remove a hold code from a box

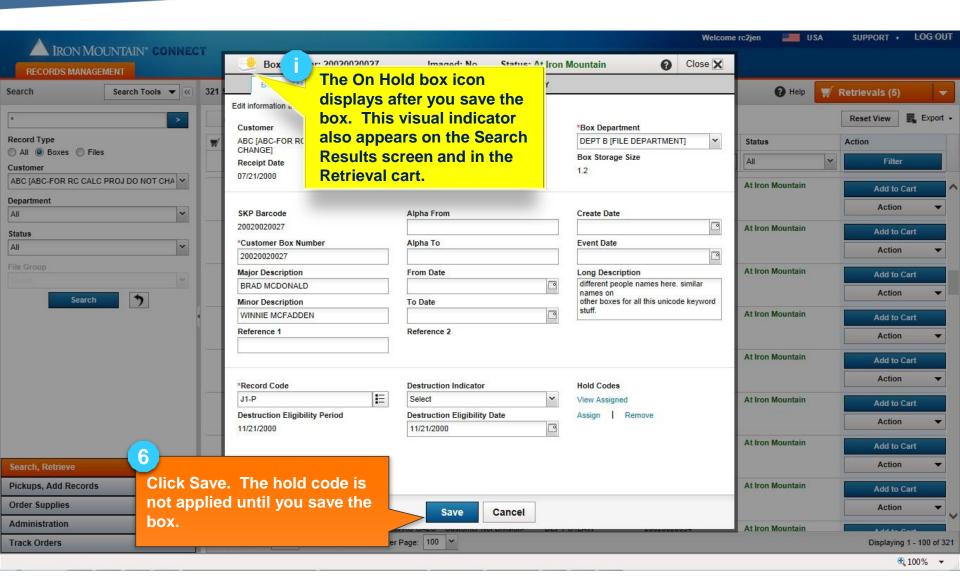
Refer to the *Managing Hold Codes* How To guide for information on creating hold codes and assigning/removing them to/from departments and record codes.



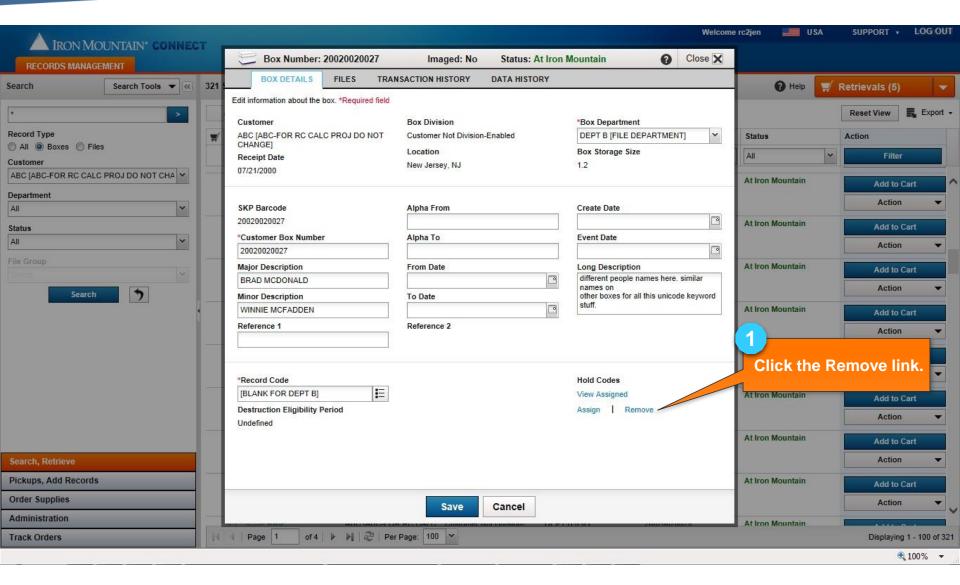




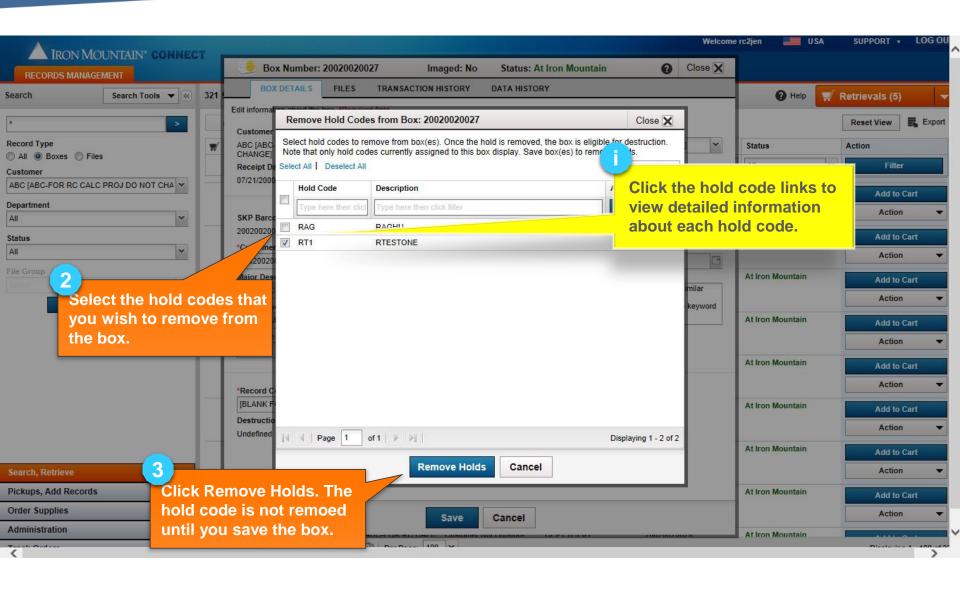




Removing a Hold Code from an Existing Box



Removing a Hold Code from an Existing Box



Removing a Hold Code from an Existing Box

