

# Quick Reference: Retention Calculations

## FISCAL YEAR 2016

### Calculations valid February 1 – August 31, 2016

#### Retention Period is listed only in years

Retention Period	Dispose of Documents Through This Date
1 year	End of last month, 2015
2 years	End of last month, 2014
3 years	End of last month, 2013
4 years	End of last month, 2012
5 years	End of last month, 2011
6 years	End of last month, 2010
7 years	End of last month, 2009
10 years	End of last month, 2006
20 years	End of last month, 1996

*For example, if today's date is July 22, retain all of July but prepare to dispose of records dated through June 30 of the year that appears on the chart.*

#### Retention Period begins at the conclusion of the fiscal year

FE=Fiscal Year End

Retention Period	Dispose of Documents Through This Date
FE+1	August 31, 2014
FE+2	August 31, 2013
FE+3	August 31, 2012
FE+4	August 31, 2011
FE+5	August 31, 2010
FE+6	August 31, 2009
FE+7	August 31, 2008
FE+8	August 31, 2007

#### Retention Period begins at the end of the calendar year

CE=Calendar Year End

Retention Period	Dispose of Documents Through This Date
CE+1	December 31, 2014
CE+2	December 31, 2013
CE+5	December 31, 2010