

QUICK REFERENCE RETENTION

TABLE FISCAL YEAR 2018-2019

(Calculations valid July 1, 2018 – June 30, 2019)

When the retention period is listed only in years:

| Retention Period | Dispose of Documents Through This Date |
|-------------------------|---|
| 1 year | End of previous month, 2017 |
| 2 years | End of previous month, 2016 |
| 3 years | End of previous month, 2015 |
| 4 years | End of previous month, 2014 |
| 5 years | End of previous month, 2013 |
| 6 years | End of previous month, 2012 |
| 7 years | End of previous month, 2011 |
| 8 years | End of previous month, 2010 |
| 9 years | End of previous month, 2009 |
| 10 years | End of previous month, 2008 |

For example, if today is August 5, 2018, and the retention period is 1 year, you may dispose of documents up to June 30, 2017.

When the retention period is listed as Active + a certain number of years:

| Retention Period | Dispose of Documents Through This Date |
|-------------------------|---|
| Active + 1 | FY18 (July 1, 2016- June 30, 2017) |
| Active + 2 | FY17 (July 1, 2015 - June 30, 2016) |
| Active + 3 | FY16 (July 1, 2014 - June 30, 2015) |
| Active + 4 | FY15 (July 1, 2013- June 30, 2014) |
| Active + 5 | FY14 (July 1, 2012 - June 30, 2013) |
| Active + 6 | FY13 (July 1, 2011 - June 30, 2012) |
| Active + 7 | FY12 (July 1, 2010 - June 30, 2011) |
| Active + 8 | FY11 (July 1, 2009 - June 30, 2010) |