

Quick Retention Guide

FISCAL YEAR 2022

Calculations valid February 1 – August 31, 2022

Retention Period is listed only in years

If the retention period defines AC as a semester, report by semester

Retention Period	Dispose of Documents Through This Date
1 year	End of last month, 2021
2 years	End of last month, 2020
3 years	End of last month, 2019
4 years	End of last month, 2018
5 years	End of last month, 2017
6 years	End of last month, 2016
7 years	End of last month, 2015
10 years	End of last month, 2012
20 years	End of last month, 2002

Retain and dispose of the entire month (or semester).

Do not split the month (or semester).

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, 2020 (FY2020)
FE+2	August 31, 2019 (FY2019)
FE+3	August 31, 2018 (FY2018)
FE+4	August 31, 2017 (FY2017)
FE+5	August 31, 2016 (FY2016)
FE+6	August 31, 2015 (FY2015)
FE+7	August 31, 2014 (FY2014)
FE+8	August 31, 2013 (FY2013)

Retain and dispose of the entire fiscal year.

Do not split the fiscal year.

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, 2020
CE+2	December 31, 2019
CE+5	December 31, 2016

Retain and dispose of the entire calendar year.

Do not split the calendar year.

Please refer to the website for current records retention news & information: <http://www.univarchives.txstate.edu/records.html>