

## Quick Retention Guide

**FISCAL YEAR 2024**

**Calculations valid February 1 – August 31, 2024**

**Retention Period is listed only in years**

Retention Period	Dispose of Documents Through This Date
1 year	End of last month (or previous semester), 2023
2 years	End of last month (or previous semester), 2022
3 years	End of last month (or previous semester), 2021
4 years	End of last month (or previous semester), 2020
5 years	End of last month (or previous semester), 2019
6 years	End of last month (or previous semester), 2018
7 years	End of last month (or previous semester), 2017
10 years	End of last month, 2014
20 years	End of last month, 2004

*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, 2022 (FY2022)
FE+2	August 31, 2021 (FY2021)
FE+3	August 31, 2020 (FY2020)
FE+4	August 31, 2019 (FY2019)
FE+5	August 31, 2018 (FY2018)
FE+6	August 31, 2017 (FY2017)
FE+7	August 31, 2016 (FY2016)
FE+8	August 31, 2015 (FY2015)

*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, 2022
CE+2	December 31, 2021
CE+5	December 31, 2018

*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>