|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Number of additional years to add** | **Fiscal year of most recent records in series** | | | | | | | | | | | | |
| 2010-2011 | 2011-2012 | 2012-2013 | 2013-2014 | 2014-2015 | 2015-2016 | 2016-2017 | 2017-2018 | 2018-2019 | 2019-2020 | 2020-2021 | 2021-2022 | 2022-2023 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1 | **2012** | **2013** | **2014** | **2015** | **2016** | **2017** | **2018** | **2019** | **2020** | **2021** | **2022** | **2023** | **2024** |
| 2 | **2013** | **2014** | **2015** | **2016** | **2017** | **2018** | **2019** | **2020** | **2021** | **2022** | **2023** | **2024** | **2025** |
| 3 | **2014** | **2015** | **2016** | **2017** | **2018** | **2019** | **2020** | **2021** | **2022** | **2023** | **2024** | **2025** | **2026** |
| 4 | **2015** | **2016** | **2017** | **2018** | **2019** | **2020** | **2021** | **2022** | **2023** | **2024** | **2025** | **2026** | **2027** |
| 5 | **2016** | **2017** | **2018** | **2019** | **2020** | **2021** | **2022** | **2023** | **2024** | **2025** | **2026** | **2027** | **2028** |
| 6 | **2017** | **2018** | **2019** | **2020** | **2021** | **2022** | **2023** | **2024** | **2025** | **2026** | **2027** | **2028** | **2029** |
| 7 | **2018** | **2019** | **2020** | **2021** | **2022** | **2023** | **2024** | **2025** | **2026** | **2027** | **2028** | **2029** | **2030** |
| 8 | **2019** | **2020** | **2021** | **2022** | **2023** | **2024** | **2025** | **2026** | **2027** | **2028** | **2029** | **2030** | **2031** |
| 9 | **2020** | **2021** | **2022** | **2023** | **2024** | **2025** | **2026** | **2027** | **2028** | **2029** | **2030** | **2031** | **2032** |
| 10 | **2021** | **2022** | **2023** | **2024** | **2025** | **2026** | **2027** | **2028** | **2029** | **2030** | **2031** | **2032** | **2033** |
| 11 | **2022** | **2023** | **2024** | **2025** | **2026** | **2027** | **2028** | **2029** | **2030** | **2031** | **2032** | **2033** | **2034** |
| 12 | **2023** | **2024** | **2025** | **2026** | **2027** | **2028** | **2029** | **2030** | **2031** | **2032** | **2033** | **2034** | **2035** |
| 13 | **2024** | **2025** | **2026** | **2027** | **2028** | **2029** | **2030** | **2031** | **2032** | **2033** | **2034** | **2035** | **2036** |
| 14 | **2025** | **2026** | **2027** | **2028** | **2029** | **2030** | **2031** | **2032** | **2033** | **2034** | **2035** | **2036** | **2037** |
| 15 | **2026** | **2027** | **2028** | **2029** | **2030** | **2031** | **2032** | **2033** | **2034** | **2035** | **2036** | **2037** | **2038** |
| 16 | **2027** | **2028** | **2029** | **2030** | **2031** | **2032** | **2033** | **2034** | **2035** | **2036** | **2037** | **2038** | **2039** |
| 17 | **2028** | **2029** | **2030** | **2031** | **2032** | **2033** | **2034** | **2035** | **2036** | **2037** | **2038** | **2039** | **2040** |
| 18 | **2029** | **2030** | **2031** | **2032** | **2033** | **2034** | **2035** | **2036** | **2037** | **2038** | **2039** | **2040** | **2041** |
| 19 | **2030** | **2031** | **2032** | **2033** | **2034** | **2035** | **2036** | **2037** | **2038** | **2039** | **2040** | **2041** | **2042** |
| 20 | **2031** | **2032** | **2033** | **2034** | **2035** | **2036** | **2037** | **2038** | **2039** | **2040** | **2041** | **2042** | **2043** |
| 21 | **2032** | **2033** | **2034** | **2035** | **2036** | **2037** | **2038** | **2039** | **2040** | **2041** | **2042** | **2043** | **2044** |
| 22 | **2033** | **2034** | **2035** | **2036** | **2037** | **2038** | **2039** | **2040** | **2041** | **2042** | **2043** | **2044** | **2045** |
| 23 | **2034** | **2035** | **2036** | **2037** | **2038** | **2039** | **2040** | **2041** | **2042** | **2043** | **2044** | **2045** | **2046** |
| 24 | **2035** | **2036** | **2037** | **2038** | **2039** | **2040** | **2041** | **2042** | **2043** | **2044** | **2045** | **2046** | **2047** |
| 25 | **2036** | **2037** | **2038** | **2039** | **2040** | **2041** | **2042** | **2043** | **2044** | **2045** | **2046** | **2047** | **2048** |

Records managed by fiscal year are represented by the abbreviation “Fy” which is defined as the period from April 1st to March 31st. Since records are managed based on a full calendar year, disposition will always take place on April 1st of that year.

For example: If a series of 2010-2011 records has a retention and disposition schedule of Fy+1y/5y/D, the records must be kept in office for the current fiscal year (i.e. April 1st, 2010 to March 31st, 2011), plus 6 additional fiscal years (i.e. April 1st, 2011 to March 31st, 2017). Therefore, final disposition would be calculated to take place on April 1st, 2017.

Calculation Table Instructions:

1. Using the fiscal year of the most recent records in the series you wish to calculate the final disposition for, locate the appropriate year along the top row of the table marked <*Date of most recent records in series*>. This is your “current *fiscal year*”, identified by the Fy on your retention and disposition schedule.
2. Calculate the number of additional years the records must spend in office **plus** the number of years spent in semi-active state according to the approved retention and disposition schedule associated with the records series.
3. Locate the number in the left column of the table marked <*Number of additional years to add*>.
4. At this point, follow the row until it intersects with the previously identified date of the records. The resulting year is the final disposition date for the records series, which will occur on April 1st.

For example: If the most recent fiscal year date in the records series you are trying to calculate the disposition for is 2010-2011, and the records have a retention and disposition schedule of Fy+1y/5y/D:

1. Locate the year 2010-2011 in the top row of the table marked <*Date of most recent records in series*>.
2. Add the number of years the records will spend in office and the number of years the records will spend in semi-active storage – 1y + 5y = 6y.
3. Locate the number 6 along the left column marked <*Number of additional years to add*>.
4. Follow the intersecting lines (row and column) which will reveal the final disposition date – 2017.

In this example, final disposition for the records series will take place **April 1st, 2017**.