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

Records which have a retention and disposition of “SO” or Continuous” are managed according to a period of time defined by a particular trigger or a department’s needs such as “until agreement expires”, “until superseded or obsolete”, or “until case closed”. Such records can be declared obsolete or inactive any day of any month of a particular year. The disposition date for records series with an active period of SO or Continuous is calculated based in general on the month and year the file closed, or the most recent month and year of the records in the series.

For example: If a series of records has an associated retention and disposition schedule defined as SO+1y/5y/D where the records are filed “continuously” or until “Superseded/Obsolete”, and the closing date of the record has been defined in office as June xx of 2010, then the records must be kept in office for another year (i.e. June xx, 2010 to June xx, 2011), plus 5 additional years (i.e. June xx, 2011 to June xx, 2016), the final disposition would be calculated to take place the first day of the following month – July 1st, 2016.

Calculation Table Instructions

1. Using the date the files closed or 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 files closed or most recent records in series*>. This is your “*Superseded/Obsolete or Continuous*” date, identified by the SO 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 at the Records Centre 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 the first day of the following month the file closed.

For example: If the date the files closed or the most recent date in the records series you are trying to calculate the disposition for is June 2010, and the records have a retention and disposition schedule of SO+1y/5y/D:

1. Locate the year 2010 in the top row of the table marked <*Date files closed or 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 at the Records Centre – 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 – 2016.

In this example, final disposition for the records series will take place **July 1st, 2016**.