

TIMETABLE

HOW TO USE THE TIMETABLE

1. Note the retention period of the record in the retention listing.
2. Find the latest date of your record on the left scale.
3. Follow the scale horizontally until it intersects the retention period column.
4. This is the disposition date when you may destroy your record.

THE RETENTION PERIOD (IN YEARS)

Record Date	1	2	3	4	5	6	7	8	9	10	11	12
1995			1999	2000	2001	2002	2003	2004	2005	2006	2007	2008
1996		1999	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009
1997	1999	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010
1998	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011
1999	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012
2000	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013
2001	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014
2002	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015
2003	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016
2004	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017
2005	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018
2006	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
2007	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
2008	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
2009	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
2010	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
2011	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
2012	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
2013	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026
2014	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027
2015	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028
2016	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
2017	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
2018	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031