

Drive Date Self Quiz

PRINT THIS DOCUMENT. Using the Drive Date help sheet in conjunction with the below information concerning the Retention values (Event Code*, Years, Months), Earliest File Date, Latest File Date, AC Definition, and Remarks. AC Definition or Remarks helps explain the Event Code to determine the Drive Date. You complete only the Drive Date field. When you are finished, refer to the answer and explanation sheet to check your work.

	EVENT CODE	YEARS	MONTHS	EARLIEST FILE DATE	LATEST FILE DATE	AC DEFINITION	REMARKS	DRIVE DATE
1.	AC	10		01/01/2020	09/05/2025	AC=Mar. 31 after latest file date		
2.	FE	25		09/01/2024	07/31/2025			
3.	N/A	10	6	04/10/2002	05/31/2020			
4.	AC	15		01/01/2022	12/31/2022	AC=Latest file date		
5.	US		25	10/01/2025	02/28/2026		US=10 years after latest file date	
6.	CE	20		09/01/2020	12/31/2020			
7.	FE	10		09/09/2024	09/09/2025			
8.	N/A	100		07/21/2020	01/01/2023			
9.	AC	8		02/01/2022	10/31/2022	AC=End of fiscal year		
10.	CE	15		01/01/2024	07/31/2024			
11.	N/A	7		03/15/2026	04/01/2026			
12.	AC	75		09/01/2022	03/31/2026	AC=One year after latest file date		
13.	FE	8		04/01/2026	04/30/2026			
14.	CE	10		01/01/2025	12/31/2025			
15.	PS			06/01/2022	10/31/2023		PS=12 years after latest file date	

*On the agency's Retention Schedule: The Event Code column is labeled Retention Code and N/A is an empty field.



Drive Date Self Quiz Answers and Explanations

1. **Drive Date:** 03/31/2026 **Why?** AC Definition says Drive Date is March 31 following latest file date.
2. **Drive Date:** 08/31/2025 **Why?** FE in Event Code designates the end of the Fiscal Year for the latest file date is the Drive Date.
3. **Drive Date:** 05/31/2020 **Why?** N/A in Event Code designates the latest file date is the Drive Date.
4. **Drive Date:** 12/31/2022 **Why?** AC Definition says Drive Date is the latest file date.
5. **Drive Date:** 02/28/2036 **Why?** Remarks field explains US means Drive Date is 10 years after the latest file date.
6. **Drive Date:** 12/31/2020 **Why?** CE in Event Code says Drive Date is the last day of the calendar year based on latest file date.
7. **Drive Date:** 08/31/2026 **Why?** FE in Event Code designates the end of the Fiscal Year for the latest file date is the Drive Date.
8. **Drive Date:** 01/01/2023 **Why?** N/A in Event Code designates the latest file date is the Drive Date.
9. **Drive Date:** 08/31/2023 **Why?** AC Definition says Drive Date is the end of the fiscal year based on latest file date.
10. **Drive Date:** 12/31/2024 **Why?** CE in Event Code says Drive Date is the last day of the calendar year based on latest file date.
11. **Drive Date:** 04/01/2026 **Why?** N/A in Event Code designates the latest file date is the Drive Date.
12. **Drive Date:** 03/31/2027 **Why?** AC Definition says Drive Date is one year after the latest file date.
13. **Drive Date:** 08/31/2026 **Why?** FE in Event Code designates the end of the Fiscal Year for the latest file date is the Drive Date.
14. **Drive Date:** 12/31/2025 **Why?** CE in Event Code says Drive Date is the last day of the calendar year based on latest file date.
15. **Drive Date:** 10/31/2035 **Why?** Remarks field explains PS means Drive Date is 12 years after the latest file date.

