



B U L L E T I N

February 4, 2009

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R.C. 2197

To: The Members of the Board

**Re: Compensation Data Exchange (CDX)
Data Retention Schedule**

As a member of Compensation Data Exchange (CDX), the Rating Board would like to direct your attention to the attached CDX Announcement.

CDX will begin a retention schedule for data residing in the system. The attached announcement outlines the various timeframes for each product supported by CDX:

BEEP – Bureau Entry & Edit Package

PEEP – Policy Entry & Edit Package

***EXR – Experience Rating System**

* Please note that, although there is a link on CDX to the Rating Board's Experience Rating website, New York rating data is not housed on the CDX system. Therefore, the retention schedule does not apply in New York for this application.

Very truly yours,

Monte Almer

President

MA:jg



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DATA RETENTION
TO ALL USERS OF CDX

February 4, 2009

CDX will be implementing an updated Retention Cycle for data entered, imported, and/or submitted through CDX to enhance performance.

Please take note of the following which will go into effect on Saturday, March 14, 2009. The actions outlined below will be done on a monthly basis, the second Saturday of each month. A monthly reminder will be sent to users that files will be purged.

➤ **BEEP DATABASE**

Unit reports will be retained in the BEEP database for three years from submission and/or entry date, whichever is later.

NOTE: If you wish to create an archived copy of the data prior to it being purged, please refer to the instructions in the BEEP User Guide.

➤ **PEEP DATABASE**

Policies and related transactions will be retained in the PEEP database for 2 years from expiration date, or date entered, whichever is later.

NOTE: If you wish to create an archived copy of the data prior to it being purged, please refer to the instructions in the PEEP User Guide.

➤ **EXR**

Rating Worksheets will be retained in the EXR database for 2 years from the issue date.

➤ **SUBMISSION REMINDER**

All incoming and outgoing submissions (physical files) will be retained by CDX for 30 days. This includes imports, uploads, FTPs, and submissions.

➤ **ETR REMINDER**

ETR files will be purged after 30 days but the record of the submission is held permanently.