WCRB

Wisconsin Compensation Rating Bureau

GENERAL CIRCULAR LETTER 535—FEBRUARY 4, 2009

To: Members of the Bureau

From: Miguel Garcia

Re: Compensation Data Exchange (CDX) Data Retention

SPECIAL ATTENTION: CDX USERS

As a member of CDX and the American Cooperative Council on Compensation Technology (ACCCT), the WCRB is pleased to announce an update to the retention cycle for data entered, imported, and/or submitted through CDX. The purpose of the update is to enhance performance of the product.

The CDX Bulletin providing background information and full details of the change is attached to this circular and is also posted on the ACCCT Web site.

Questions regarding the updates should be directed to Miguel Garcia at 262-796-4403 or
 e-mail him at miguel.garcia@wcrb.org.

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, which ever 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.