## Special Attention: Policy and Unit Statistical Reporting Personnel

February 5, 2009

**ALL ASSOCIATION MEMBERS**

Circular Letter 09–1548

**RE:    CDX Announcement—Data Retention**

The attached CDX Announcement provides important information from the American Cooperative Council on Compensation Technology (ACCCT) regarding the Compensation Data Exchange (CDX). Effective March 14, 2009, to enhance performance, CDX will be implementing a Retention Cycle for data entered, imported, and/or submitted through CDX.

Details regarding this matter are outlined in the attached CDX Announcement.

Marc Coleman is the CDX representative from MWCIA. If you have any questions please contact Marc Coleman at 952.897.6438 or you can send an e-mail to him at marc.coleman@mwcia.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.