

February 5, 2009

CIRCULAR LETTER TO ALL MEMBER COMPANIES

Re: Workers Compensation Insurance

CDX Data Retention Announcement

As a member of the Compensation Data Exchange LLC (CDX), the North Carolina Rate Bureau is announcing changes to the Data Retention Cycle for data entered, imported, and or submitted through CDX. The attached announcement provides information concerning the changes.

Please distribute the circular and the announcement to the appropriate staff in your office.

If you have any questions, contact the Information Center at 919-582-1056 or via email at [winfo@ncrb.org](mailto:winfo@ncrb.org).

Sincerely,

Sue Taylor

Director of Insurance Operations

ST:dg

C-09-4



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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, 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.