February 4, 2009

BUREAU CIRCULAR NO. 848

To All Members of the Bureau:

Re: **COMPENSATION DATA EXCHANGE - DATA RETENTION**

ATTENTION: ALL USERS OF CDX

As a member of the Compensation Data Exchange (CDX), the Bureau is pleased to announce an updated Retention Schedule for CDX data.   CDX is an Internet-based service that facilitates the electronic transmission of workers compensation data between member insurers and data collection organizations (DCOs) in participating states.

The attached announcement provides outlines of the various timeframes for the products supported by CDX, specifically Bureau Entry & Edit Package (BEEP), Policy Entry & Edit Package (PEEP), and Experience Rating System (EXR).

Please distribute this circular and announcement to appropriate staff in your organization.

Any questions regarding CDX should be directed to John Murphy, Director of Systems & Programming, at 302-654-1435, Extension 4418 or jmurphy@dcrb.com.

Timothy L. Wisecarver
President

kg
DCirc
Attachment

Remember to visit our web site at www.dcrb.com for more information about this and other topics.

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.