

# Data Archival Options Form

Revised: April 29, 2009

CU\*Answers provides a two-stage data archiving approach: Short-term data archival is accomplished with CU\*SPY, our online retrieval system. It is accessed through CU\*BASE and provides three months of daily/monthly reports and 12 months of member and credit card statements online.

Long-term data archival is via the CU\*CD system and stores daily/monthly reports, member statements, and credit card statements on CD-ROM. Custom software by CU\*Answers lets you store up to 250,000 pages of data on one CD-ROM. There is no client software that needs to be loaded onto your PC. Data is encrypted and password-protected for security.

This form lets you specify how you would like to handle your credit union's long-term data archival. Return the completed form to CU\*Archives at fax # 616-285-5702.

## CU\*CD Long-Term Archival Options

- I would like 1 original plus \_\_\_\_\_ duplicate copies of my daily/EOM reports on CD-ROM.  
*Includes one CD-ROM per month with contain both daily and EOM reports from that month (larger volumes may require an additional CD).*
- I would like 1 original plus \_\_\_\_\_ duplicate copies of my member account statements on CD-ROM.  
*Includes one CD-ROM per quarter (larger volumes may require an additional CD), to contain 3 months' worth of statements.*
- I would like 1 original plus \_\_\_\_\_ duplicate copies of my credit card statements on CD-ROM.  
*Includes one CD-ROM per month (larger volumes may require an additional CD), to contain 1 month of statements.*
- I do not want any archived reports or statements on CD-ROM. I understand it will be my responsibility to make arrangements for archiving materials according to current regulatory guidelines.

**Each page created is billed at \$0.01 each, plus \$10.00 for each CD produced.** (Pricing subject to change; refer to the current pricing schedule sent annually to your credit union's CEO.)

PLEASE BE CAREFUL when deciding on the number of duplicate copies you require as this will be your only long-term data storage option. We recommend that you select 1 original and 1 duplicate copy. That way you can store one copy and have a second copy for daily usage. (You can also burn your own extra copies, as well.)

## Optional Off-Site Storage Options

If you wish, CU\*Answers can store one set of your original/duplicate CD copies (reports, statements, and credit card statements) in our archive vault. The storage fee is **\$30 per year** billed annually in advance. CDs are retained for **10 years** from the year of creation and then securely destroyed.

- I would like CU\*Answers to store one set of the duplicate CD copies ordered above in the secure archive vault, rather than send the duplicate to my credit union.  
*Additional duplicates, if ordered, will be sent to your CU along with the original.*
- I would like CU\*Answers to store our original CDs in their secure archive vault and do not want our original or duplicate CDs (defined above) sent to our credit union.
- I do not need CU\*Answers to store any CD-ROM archives for me.

CU Name: \_\_\_\_\_

CU #: \_\_\_\_\_ CUID: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

*Must be signed by the credit union CEO/Manager*

**Return the completed form to CU\*Archives: fax # 616-285-5702**

Implemented by: \_\_\_\_\_ Date: \_\_\_\_\_