

# Data Archival Options Form

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CU\*Answers provides a two-stage data archiving approach. Online short-term data archiving is accomplished with CU\*SPY. Our offline long-term data archiving is handled by CU\*Archives and provides CD/DVD storage for daily/monthly reports, member statements, credit card statements, mortgage statements, e-loans, and e-receipts. If you have any questions, please contact CU\*Answers Media Operator Michael Flowers at 800.327.3478, ext. 348.

## ONLINE ARCHIVAL SERVICES (Short term - CU\*Spy)

### Statements, Reports, Credit Bureau Reports

Statements and Reports will be available through CU\*BASE. Statements will be available for 18 months of access for your credit union staff and members. Reports will be sent to CU\*Spy from GOLD every night. Your reports will be held in CU\*Spy for 3 months. Credit Bureau Reports will also be available until the loan is closed in CU\*BASE.

### E-Receipts, Photo IDs, Member Forms, and e-Loans

If your credit union has chosen to archive e-receipts, photo IDs, member forms, or e-loans in our CU\*Spy environment, you can enjoy retaining and retrieving these electronic documents online. You can access these documents for various lengths of time depending upon the document type as outlined below under "Vault Warranties" and at the end of this document under "Purging Schedule".

### Vault Warranties

The following documents will be supported under our online archival service. Daily reports, Statements, Credit Bureau reports, Teller Receipts, Photo ID's, all custom loan and membership forms, as well as four additional scanned documents to support a loan. Specifically, verification of income, insurance, debt cancellation insurance, title/UCC **all other documents are not supported**. You can find more information about supported document types here:

<https://www.cuanswers.com/wp-content/uploads/warranties.pdf>.

## OFFLINE ARCHIVAL SERVICES (CU\*Archives – CD/DVD)

To help credit unions retain their documents CU\*Archives offers to archive all document types to CD/DVDs. If your credit union requires to hold your document types longer than the online storage period please select your document elections below.

### Reports

Daily/monthly reports will be sent to your credit union monthly on a CD/DVD and you will not be required to install software on your PC to run the media. The CD/DVD will contain your data, along with a program that will allow you to search, print, and research your data efficiently. Pricing for this option is listed on the next page.

- Daily/Monthly Reports**    Would you like duplicate copies? How many? \_\_\_\_\_  
(Each duplicate CD/DVD will be an extra \$10.00.)

### Statements, e-Receipts, and e-Loans

Statements (member statements, credit card statements, and mortgage statements), e-Receipts, and e-Loans will be sent to your credit union quarterly on a CD/DVD and you will not be required to install software on your PC to run the media. The CD/DVD will contain your data, along with a program that will allow you to search, print, and research your data efficiently. Pricing for this option is listed on the next page.

- Statements**                      Would you like duplicate copies? How many? \_\_\_\_\_  
(Each duplicate CD/DVD will be an extra \$10.00.)

- E-Receipts**                        Would you like duplicate copies? How many? \_\_\_\_\_  
(Each duplicate CD/DVD will be an extra \$10.00.)

- E-Loans**                            Would you like duplicate copies? How many? \_\_\_\_\_  
(Each duplicate CD/DVD will be an extra \$10.00.)

## OPTIONAL OFF-SITE STORAGE OPTIONS

If you wish, CU\*Answers can store one set of your original/duplicate CU\*CD copies (reports, statements, e-loans, and e-receipts) in our archive vault. The storage fee is **\$30 per year** billed annually in advance. CD/DVDs are archive-quality media and are retained for **10 years** from the year of creation, after which they are securely destroyed.

- I would like CU\*Answers to store one copy of the archive CDs as ordered above in a secure vault at CU\*Answers and have duplicate copies sent to my credit union.
- I would like CU\*Answers to store all copies of the archive CDs as ordered above in a secure vault at CU\*Answers and do not want any copies sent to our credit union.
- I do not need CU\*Answers to store any CDs for me.

**No Services Required**

- I do not want any archived reports, member statements, credit card statements, mortgage statements, e-Receipts, or e-Loans on CD/DVD. I understand it will be my responsibility to make arrangements for archiving materials according to current regulatory guidelines.

**PRICING GUIDE**

<b>Fees</b>			
Each CD/DVD			\$10 each
<b>Report Archiving</b>			
<i>TIERED BY CREDIT UNION MEMBERSHIP COUNTS</i>			
T1	0	5000	\$50 monthly fee
T2	5001	7500	\$100 monthly fee
T3	7501	10000	\$175 monthly fee
T4	10001	15000	\$300 monthly fee
T5	15001 +	-	\$600 monthly fee
<b>Statement Archiving</b>			
<i>TIERED BY CREDIT UNION MEMBERSHIP COUNTS</i>			
T1	0	5000	\$50 quarterly fee
T2	5001	7500	\$100 quarterly fee
T3	7501	10000	\$175 quarterly fee
T4	10001	15000	\$300 quarterly fee
T5	15001 +	-	\$600 quarterly fee
<b>E-Receipts</b>			
<i>TIERED BY CREDIT UNION MEMBERSHIP COUNTS</i>			
T1	0	10000+	\$50 quarterly fee
<b>E-Loans</b>			
<i>TIERED BY CREDIT UNION MEMBERSHIP COUNTS</i>			
T1	0	10000+	\$50 quarterly fee

## Purging Schedule

Reports	3 Months
Statement	18 Months
E-Receipts	3 Years
E-Loans	6 Years
Photo IDs	Indefinite
Member Forms	Indefinite

## AUTHORIZATION

I (Credit Union CEO/Manager) understand the Online Archival Vault Warranties and document purging schedule. I also understand that it is my credit unions responsibility to archive these documents or have CU\*Archives archive these documents on my behalf before the documents are purged. **After these documents are purged it may not, and likely will not, be possible to recreate them.**

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

CU Contact: \_\_\_\_\_

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

CUID: \_\_\_\_\_

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

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

Please fax your completed form to CU\*Archives at 616-285-5702.