



Online Solution Warranties

As of 3/29/2017

Document Type	Document Name	Document Indexed By	*Retention Period
Fixed Document Types (Included with CU*Spy Online)			
Reports	CU*BASE Reports	Report Name Report Code Report Date	90 Days
Statements	CU*BASE Member Statements	Account Number Statement Date	18 Months
	CU*BASE Credit Card Statements		
Credit Reports	Credit Bureau Reports	Unique Key	Until Loan Close
Optional Document Types (Can be leveraged at Credit Union's option)			
e-Loans	Master Plan (Open Ended) Custom CU*BASE Loan forms Custom CU*BASE Loan Form Applications Generic CU*BASE 5 Page Application Form Generic CU*BASE Short Form Application Form Generic CU*BASE Loan Officer Worksheet Generic CU*BASE Loan Application Denial Worksheet Scanned documents attached to Unsecured Loan Forms: -Verification of Income -Life and Disability (debt cancellation) Insurance Scanned documents attached to Secured Loan Forms: -Verification of Income -Insurance -Life and Disability (debt cancellation Insurance) Title/UCC	Account Number First Name Last Name Form Name Suffix Other Created On Created By	6 Years
Photo IDs	Photo IDs	SSN Created On Created By	Indefinite
e-Receipts	Teller Receipts	Account Number Teller ID Created On Created By	3 yrs
e-Forms	Custom Share Forms	Account Number First Name Last Name SSN/TIN Date Form Name Other Created On Created By	Indefinite
AP Invoices	Accounts Payable Invoices	Vendor ID Vendor Name Invoice Number Invoice Date	18 Months

***After expiration all documents can be archived to CD/DVD for long term storage by the CU except Credit Reports, Photo ID's and eForms (custom share forms) forms additional fees may apply.**