NATIONAL FLOOD INSURANCE PROGRAM
Bureau and Statistical Agent

W-01077
5012-01

TO: Write Your Own (WYO) Principal Coordinators and
NFIP Servicing Agent

FROM: Dennis Kuhns, Director
Technical Assistance & Communications

DATE: December 5, 2001

SUBJECT: 2002 NFIP/WYO System Archiving

Each year, all eligible WYO Companies are offered the opportunity to participate in the archiving cycle. The NFIP/WYO System Archiving was developed to reduce file sizes, and to enable WYO companies to reuse policy numbers from expired or cancelled policies. The last archiving of policy records for eligible WYO Companies took place in June 2001.

This year's archiving will take place as part of the April monthly cycle (February 2002 data). The criteria used to determine WYO Company archiving eligibility include:

(1) Acceptable company historical financial/statistical variances
(2) No over-tolerance conditions

Any WYO Company that is ineligible for archiving will be notified in writing before the start of the April 2002 monthly cycle. For those companies that are eligible to have policy records archived, the records will be removed according to the rules stated in the TRRP Plan (Part 10), using October 1, 2000, as the archiving cutoff date.

To assist you with the verification process, we will provide you with a tape that contains all of the WYO Policy Master File records that have been removed. You will also receive a separate tape, which will contain all remaining (unarchived) records.

If any eligible WYO Company does not wish to have its policy data archived from the NFIP/WYO System, please contact your Program Coordinator **in writing by Thursday, March 21, 2002.**

The TRRP Plan (Part 10) further explains the archiving process for the NFIP/WYO System. Please contact your Program Coordinator with any questions or concerns.

cc: Vendors, IBHS, Government Technical Representatives

Suggested Routing: Accounting, Underwriting, Data Processing

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