



FEMA

W-05003

February 1, 2005

MEMORANDUM FOR: Write Your Own (WYO) Principal Coordinators  
and the NFIP Servicing Agent

FROM: Helen Harrington, Director  
Technical Assistance & Communications  
NFIP Bureau and Statistical Agent

SUBJECT: 2005 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 process was developed to reduce file sizes. The last archiving of policy records for eligible WYO Companies took place in April 2004.

This year's archiving will take place with the cycle that will start on March 21, 2005 (February 2005 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 cycle on March 21. 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, 2003, as the archiving cutoff date.

To assist you with the verification process, we will provide you with a file on the FTP site (bureau.nfipstat.com) that contains all of the WYO Policy Master File records that have been removed. You will also receive a separate file, 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 10, 2005.**

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, Data Processing, Underwriting