



FEMA

W-10051

May 7, 2010

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

FROM: Kathleen B. Simons
Manager
BSA Support Department - NFIP Legacy Systems Services

SUBJECT: 2010 NFIP/WYO System Archiving

This 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 March 2007.

This year's archiving will take place with the cycle that will start on August 21, 2010 (July 2010 data). The criteria used to determine WYO Company archiving eligibility as of the May 2010 data include:

- (1) Acceptable company historical financial/statistical variances; and
- (2) No over-tolerance conditions; and
- (3) No vendor change or merge with another company's book of business within the last 12 months.

Any WYO company that is ineligible for archiving will be notified in writing before the start of the monthly processing cycle on August 21, 2010. 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, 2008 as the archiving cutoff date.

To assist you with the verification process, we will provide you with a file on the FTP site (<ftp://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 Business Analyst **in writing by Wednesday, June 30, 2010**. The TRRP Plan (Part 10) further explains the archiving process for the NFIP/WYO System. Please contact your NFIP Legacy Systems Services Business Analyst with any questions or concerns.

cc: Vendors, IBHS, FIPNC, Government Technical Representative

Suggested Routing: Data Processing, Underwriting, Marketing