



Data Retention Policy

For the Certified Products Database/Directory (CPD)

(11/02/06)

I. Rationale:

As authorized product data expires and new product data is added to the Certified Products Database, it is critical that certain inactive data be removed from the application and archived in a separate database so that the system continues to run efficiently and is not overrun with inactive data.

II. Certified Products Directory

- A. Data in the Certified Products Directory is directly pulled from the Certified Products Database.
- B. Only active product line and individual product data shall be reflected in the Certified Products Directory.

III. Duration of Data Retention in the Certified Products Database

A. Data retained in the database:

- 1) Active product data
- 2) Manufacturer data
- 3) Product line data
- 4) Individual Product data terminated by manufacturer (less than three (3) years terminated)

B. Data archived from the database:

- 1) Initial certification product data that is replaced by recertification product data
- 2) Product data that is revised.
- 3) Product data whose certification authorization has expired.
- 4) Product data that has been terminated for more than three (3) years.
- 5) Accepted simulation report data (after a period of five (5) years).

C. Data purged from the database:

Rejected simulation report data is purged from the application after thirty (30) days.

IV. Archiving

A. Archiving is directly linked to status line code:

- 1) The database will have the capability of archiving product data per the use of a status line code.
- 2) At this time archiving is linked to the “05” status line code at the individual product level.
- 3) Current status line codes:
 - 01 – Manufacturer Voluntary Termination
 - 02 – IA Suspension
 - 03 – Failed Performance Challenge
 - 04 – Product Re-issued
 - 05 – Archived Product Data**
 - 06 – Do not print in directory
 - 07 – Product line expired
 - 08 - Issue CAR only, do not print in directory
 - 09 – Granted 6-month Extension
 - 10 – Site-Built Product
 - 11 – IA Revocation

B. Archived Data Access:

- 1) The NFRC Administrator shall have access to all archived data.
- 2) IAs shall have access to all archived data for their manufacturer/client.
- 3) Manufacturers shall have access to their own archived data.
- 4) Public Users wanting rating information on a certified product that has been archived shall be directed to contact NFRC for this information.

C. Removal of Archived Data:

Product data shall be transferred from the archived application into permanent storage after a period of five (5) years.