

The Depository Trust & Clearing Corporation

# CTM™ CONFIRM ARCHIVE

A web-based service to electronically archive and retrieve trade confirmations

## OVERVIEW

Managing thousands of trade confirmations broker/dealers, investment managers, agent banks and interested parties generate every day presents an enormous burden for large and small firms alike. Historical records must be maintained and accessible to satisfy regulatory authorities. Paper confirmations sent by mail or fax may not reach the intended recipient. And, the manually intensive process of mailing, sorting, filing and storing confirmations is an administrative expense that impacts the bottom line.

The CTM Confirm Archive is a real-time, web-based service that allows CTM users to electronically search and retrieve matched trade confirmations. Users need only log in to the service from the comfort of their desk to access up to ten years of confirmation history quickly, easily and efficiently. CTM Confirm Archive streamlines archive management while complying with all requirements for retention and safekeeping of electronic confirmations.

## DRIVEN BY COMPLIANCE

The Security and Exchange Commission (SEC) Rules 17a-3 and 17a-4 along with the Investment Advisors Act of 1940, Section 204 and the Dodd-Frank Act, stipulate minimum requirements for the creation and preservation of records. Sell-side participants are required to maintain trade confirmations for no less than three years, keeping the records in “an easily accessible place” for the first two years.

Buy-side participants, on the other hand, must maintain records in an easily accessible place for no less than five years, the first two in the office of the advisor. The investment community typically fulfilled its recordkeeping obligations by outsourcing storage of paper confirmations or by developing an in-house repository.

## TANGIBLE BENEFITS

CTM Confirm Archive streamlines the archival process and eliminates redundant effort. It replaces clients' current confirmation storage method with a real-time, self-service system.

CTM Confirm Archive delivers the following benefits:

- **Increases productivity** – online access enables users to quickly search and download confirm reports with the click of a mouse.
- **Reduces overhead** – electronic archiving eliminates the labor-intensive process of mailing, sorting and storing paper confirmations.
- **Improves oversight** – central repository for confirmations provides audit trail for investigation and reporting.
- **Eliminates paper** – electronic storage supports ‘green’ initiatives.

## INFORMATION AT YOUR FINGERTIPS

CTM Confirm Archive is built on DTCC's PBS SMART/Search application. As a web-based service, no special implementation or testing is necessary. Users are assigned a username and password and can begin immediately. Once logged in to the system, drop-down menus and pre-coded fields based on user type (i.e., broker, institution, Account ID and Security ID) make it simple to search and retrieve reports. Reports are available in real-time and feature several search options. Additional filters enable you to further refine criteria for more targeted results.

## SSI ENRICHMENT VIA ALERT

Confirm Archive is an add-on service available only to CTM users. Trade data older than 16 weeks will be archived and available via the CTM Confirm Archive service. Since confirmation history begins to build as soon as you become a CTM client, existing clients who subscribe to Confirm Archive can immediately access their stored data. New CTM clients start with a clean slate. As data accumulates, it is available in real-time to Confirm Archive subscribers. Confirmation history continues to accumulate for ten years, after which time the oldest confirmation archive report is purged to make space for new data.

## **FOR MORE INFORMATION**

Please email us at [\*\*solutions@dtcc.com\*\*](mailto:solutions@dtcc.com)  
or visit us on the web at [\*\*www.dtcc.com/ctm\*\*](http://www.dtcc.com/ctm)

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