

**MEMO# 6598**

January 25, 1995

# **INVESTMENT MANAGEMENT INDUSTRY DISASTER RECOVERY SURVEY SPECIAL REQUEST FOR COMPLETION OF SURVEY**

January 25, 1995 TO: OPERATIONS COMMITTEE No. 3-95 RE: INVESTMENT MANAGEMENT  
INDUSTRY DISASTER RECOVERY SURVEY SPECIAL REQUEST FOR COMPLETION OF SURVEY

\_\_\_\_\_ Last fall, the Investment Company Institute's Operations Department and ICI Mutual Insurance Company initiated a joint special study to gather background information regarding management plans that the industry has developed for re-establishing business operations following a disaster event. Participants were asked to respond to a comprehensive survey that was developed based on data gathered from industry consultants, commercial companies providing disaster recovery services, and Institute members who have developed their own plans. The survey's structure incorporates recent developments in the disaster recovery area and is designed to gather plan details not only for data communications recovery but for operations and telecommunications recovery of specific critical functions such as transfer agency and portfolio trading. After a review of the preliminary survey results, both the ICIs Operations Committee and ICI Mutuals Underwriting/Risk Prevention Committee agreed that the completion of the survey is an important matter of interest to management and would greatly assist the industry in reviewing their own plans. The primary objective is to have a broad sample of survey responses from varying size complexes who have recovery plans based on many types of activities. In order to achieve this objective, we are sending you this Final Request for completion of the Disaster Recovery Survey as your fund group has not responded to our previous requests for information. Please note that the survey is designed to be answered for the investment management complex as a whole. We request that where appropriate, you coordinate your responses with others in your organization who have disaster recovery responsibility for the critical functions identified and/or with the person(s) primarily responsible for the disaster recovery function at your complex, including the development, implementation and oversight of the plan. If your complex receives two copies of the survey we also request that Operations Committee and ICI Mutual members coordinate their responses in completing the survey. This survey is being conducted solely to gather facts and consolidate statistics on the industry's practices in the disaster recovery area. All individual firm data submitted on this survey will be kept on a confidential basis by the Institute and ICI Mutual Insurance Company. Please note ICI Mutual Insurance Company will not utilize survey response information for the purpose of underwriting specific accounts. Any questions you have regarding this survey may be referred to Kathleen C. Joaquin at ICI Mutual Insurance Company at (202) 326-5465. We urge you to please complete and return the enclosed Investment Management Industry

Disaster Recovery Survey no later than March 1, 1995 to the attention of: Kathleen C. Joaquin ICI Mutual Insurance Company 1401 H Street, NW, Suite 1100 Washington, DC 20005 Thank you for your interest and participation in this survey. onald J. Boteler Donald E. O'Connor Vice President - Operations Executive Vice President Investment Company Institute & Chief Operating Officer ICI Mutual Insurance Company Enclosure

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