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(Updated July 2019)**

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<b>Data Type</b>	<b>Period (shortest period applies)</b>
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2. Archived production transaction data	Stored in an archived state for only one year after archived invoice date and then destroyed
3. Historical Event Log data	Stored for four months from the date of the transaction date and then destroyed
4. Customer credit card information	Removed from customer records upon the earlier of:

	<ul style="list-style-type: none"> <li>a. 4 months after expiration date and no customer activity and</li> <li>b. 12 months after last customer transaction date</li> </ul>
5. E-mail correspondence	Destroyed three (3) years after receipt or creation
6. HSL/Itemtrac data	Destroyed after three (3) years of non-use

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