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(Updated October 20, 2015)

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<table>
<thead>
<tr>
<th>Data Type</th>
<th>Period (shortest period applies)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Production transaction data</td>
<td>Archived after two years from SBS’s invoice sales date</td>
</tr>
<tr>
<td>2. Archived production transaction data</td>
<td>Stored in an archived state for only one year after archived invoice date and then destroyed</td>
</tr>
<tr>
<td>3. Historical Event Log data</td>
<td>Stored for four months from the date of the transaction date and then destroyed</td>
</tr>
<tr>
<td>4. Customer credit card information</td>
<td>Removed from customer records upon the earlier of:</td>
</tr>
<tr>
<td></td>
<td>a. 4 months after expiration date and no customer activity and</td>
</tr>
<tr>
<td></td>
<td>b. 12 months after last customer transaction date</td>
</tr>
<tr>
<td>5. E-mail correspondence</td>
<td>Destroyed three (3) years after receipt or creation</td>
</tr>
<tr>
<td>6. HSL/Itemtrac data</td>
<td>Destroyed after three (3) years of non-use</td>
</tr>
</tbody>
</table>

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