

## Payment Card Data – Keep & Don't Keep

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To remain in compliance with the Payment Card Data Security Standard (PCI), please follow these guidelines.

### KEEP

- **Signed receipts** with only the last 4 digits of the credit card #. File by day.
- **Settlement reports** that DO NOT have full credit card #s on them.
- Applications, forms, or other documents with credit card data that is **appropriately redacted**.\*

### DON'T KEEP

- Full credit card #'s on little scraps of paper in a drawer or sitting on your desk, for more than 1 business day. Destroy or appropriately redact\* card #s and security codes immediately after processing.
- Forms, applications, or other documents with full card #'s, for more than 1 business day. Destroy or **appropriately redact**\* after processing.

#### \*Appropriate Redaction

- Cut off credit card #, expiration data, and 3 digits security code from the form and cross-cut shredded.
- Black out or white out credit card number and expiration date. Copy form, cross shred original, and keep copy.