

MEMORANDUM
February 25, 2009

To: State Records Commission

From: Richard Wang

Re: Revision of the RDA for the Alabama Public University System

Alabama Public University System

Addition:

7.23 (a) Personal Data of Credit Cardholders (name, card number, expiration date, etc.)

Temporary Record. Retain 3 months after the end of the fiscal year in which the records were created.

Justification:

Information on personal data of credit cardholders should be retained only for a short time period for reference if there is a dispute about the business transaction. Actual credit card transaction records are maintained (under 7.23: Cash Register Receipt Detail Tapes) for longer retention to meet audit requirements.