IMPORTANT
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(Updated July 2019)

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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 twenty-five months from SPOT’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>
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<td></td>
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</tr>
<tr>
<td>a.</td>
<td>4 months after expiration date and no customer activity and</td>
</tr>
<tr>
<td>b.</td>
<td>12 months after last customer transaction date</td>
</tr>
<tr>
<td>5.</td>
<td>E-mail correspondence Destroyed three (3) years after receipt or creation</td>
</tr>
<tr>
<td>6.</td>
<td>HSL/Itemtrac data Destroyed after three (3) years of non-use</td>
</tr>
</tbody>
</table>

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