



## Procedure for Eliminating Credit Card Numbers from Paper Documents

**Area:** Credit Cards

**Purpose:** Safeguard Cardholder Data by Minimizing the Number of Documents Containing Credit Card Numbers

**Reference:** State of Florida, General Records Schedule GS1-SL, Item #395 Florida Statutes Section 119.071(5)(b)

### Procedures:

Credit card numbers are very sensitive data and the University should make every effort to safeguard the confidentiality and security of this data. There are normally two types of documents created containing credit card numbers:

- Type 1: Documents created solely for temporarily remembering a name, credit card number, or other related payment data until the transaction can be entered into a computer payment system or telephone payment terminal.
  - These documents should be destroyed by **cross cut shredder** after the payment has been entered into the payment system and reviewed as to the accuracy of the transaction.
- Type 2: Documents created for some other purpose that constitute public records *and* contain credit card numbers.
  - After the transaction has been entered into a payment system and the accuracy of the transaction verified, the credit card number should be redacted. If necessary, the last four digits of the credit card number may be retained for reference but all other digits must be redacted.
- Employees redacting credit card numbers under this procedure should use black ink and black marker to ensure that the numbers are completely obliterated and cannot be recognized or copied, and when producing the document pursuant to a public records request, make a photocopy of the redacted document for release.

**Notes:** Documents containing credit card numbers should be locked up and handled in accordance with the [Procedure for Paper Documents Containing Cardholder Information](#) until they have been cleansed of credit card numbers using one of the above procedures. Some forms have been designed so that the credit card number may be easily cut off the side, or bottom of the form. If the credit card numbers are cut off from a form, these numbers must be destroyed by **cross cut shredder**.

These procedures apply to all payment card numbers including both credit and debit cards.

### Questions/ Concerns:

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*Reviewed September, 2018*