

Payment Card Industry Data Security Standard

Record Title	Description	Retention	Classification	Comments	Schedule #
Attestation of Compliance (AOC)	This form must be completed by the merchant (agency) declaring their compliance status with the Payment Card Industry Data Security Standard. It must be completed on a yearly basis.	Maintain until superseded	Public	Approved by GRAMPA 06/28/2012.	PI-006
Audit Trail Records	These records document system components for each event including user identification, type of event, date and time, success or failure indication, origination of event and identify or name of affected data, system component or resource.	1 year	Protected: UCA 63G-2-305(11) Private: UCA 63G-2-302(2)(b)	Retention as per PCI-DSS 10.7. A minimum of 3 months of data must be available on demand for analysis. Approved by GRAMPA 06/28/2012.	PI-001
Cardholder Data	Cardholder data is information collected during payment transactions. It includes primary account number (PAN or credit card number), cardholder name, service code,	1 year	Private: UCA 63G-2-302(2)(b) 2012 and County Ordinance 2.81 Security of Personal Identifiers Ordinance 2.81 Security of Personal Identifiers	Destruction of data must comply with PCI-DSS 9.10. Retention based on Center for the Arts season ticket holder needs. Approved by GRAMPA 06/28/2012.	PI-002
Policies and Procedures	These are internal agency records that provide guidance and daily operational procedures on how to manage payment card information in compliance with PCI Data Security Standards guidelines.	Maintain until superseded.	Exempt UCA 63G-2-106	Procedures regarding security plans, codes, etc than are used to protect cardholder data are exempt from GRAMA. Approved by GRAMPA 06/28/2012.	PI-003
Self-Assessment Questionnaires (SAQ)	These questionnaires must be completed by the agency that is collecting payment card information. It includes responses to specific requirements that must be met for the agency regarding data security.	7 years	Exempt UCA 63G-2-106	Approved by GRAMPA 06/28/2012.	PI-004
Visitor Logs	These logs document visitor activity and include visitor name, date, firm represented, employee authorizing visit and any other data needed by the data center.	Maintain a minimum of 3 months	Exempt UCA 63G-2-106	Retention as per PCI-DSS 9.4 Approved by GRAMPA 06/28/2012.	PI-005