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## I am holding a credit card number on file as a “security deposit”. How long should I keep this information?

Occasionally a department will process a pre-authorization on a credit card without actually making a charge on the customer's account, for example: a damage deposit. This may be done directly on the terminal or on a sales draft. Pre-authorizations on a terminal should be removed once the business transaction is completed, unless charges need to be applied. Sales drafts should be cross-shredded or given back to the client.

### Category:

- [Treasury Operations FAQ](#) [1]

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### Source

URL:<https://www.uoguelph.ca/finance/i-am-holding-credit-card-number-file-%E2%80%9Csecurity-deposit%E2%80%9D-how-long-should-i-keep-information>

### Links

[1] <https://www.uoguelph.ca/finance/category/category/revenue-control>