

- ❖ Microstrategy aggregate and detail data will be available in the standard reports for 13 months
  - The detailed data includes the first 100 eDoc/MPE piece errors per job segment, error code, and mail owner combination.
  - If additional errors are needed, submit request to Help Desk or Business Mailer Support.
    - *Note: Additional errors are only available by request for 45 days (start date is “Mailing Date”)*
- ❖ *PostalOne!* dashboard reports are available for 13 months
- ❖ *PostalOne!* source data is retained for 4 years
  - Financial Transactions, generated from other than dashboard, is available

## ❖ Mailing Reports > **View Transactions:**

- Postage Statement Transactions are available for 4 years
- Financial Transactions, i.e., Refunds, Transfers, Adjustments, FOIA , etc. are available for 4 Years
- Fee Payments are available for 4 Years

## ❖ Mailing Reports > **Mailing Summary Report**

- Mailing Summary Reports are available for 4 years

## ❖ **Dashboard Management System**

- Qualification Reports are available for 13 months
- Other eDoc Reports (Outside County Container Report, Summary ZIP Destination Report, etc.) are available for 13 months