

**Executive Director
Record Descriptions**

Retention Number	Agency Series Number	Title	Description	Retention Schedule
950-0589	1-01-04	General Correspondence (Other States)	Records contain general, internal and external correspondence, memo's, etc., with various Vendors and other State of Ohio agencies	Retain hard copy in the operating area for one (1) year; then retain hard copy in the Records Center storage area for four (4) years; then destroy. No microfilming required
950-0400	1-01-05	Commission Correspondence	All correspondence relating to the Ohio Lottery Commission as it relates to actual Commission members	Retain hard copy in the operating area for two (2) years; then retain for five (5) years in the Records Center; then destroy. No microfilming required
950-0401	1-01-07	General Correspondence (Games)	General correspondence, which relates to the Ohio Lottery games and the games of other states	Retain hard copy in the operating area for two (2) years.
950-0776	1-01-08	Weekly Communication	Weekly communication from the Ohio Lottery Commission is forwarded to the Governor's office each Friday, provides a brief summary of the agency's activities during that particular week.	Retain information in operating area for one (1) year; then destroy. No microfilming required

**Assistant Director
Records Descriptions**

Retention Number	Agency Series Number	Title	Description	Retention Schedule
950-0591	1-02-06	Internal Correspondence	Internal correspondence records include all internal memo's and related documents forwarded to, and/or received from all other divisions and/or departments	Retain hard copy in the operating area for two (2) years

**Legislative Liaison
Record Descriptions**

Retention Number	Agency Series Number	Title	Description	Retention Schedule
950-0413	1-09-00	Legislative Correspondence	File contains legislative correspondence and hard copy of the legislation pertaining and instigated by the Ohio Lottery	To be retained for two (2) years after the present General Assembly and then destroyed

**Records Management
Record Descriptions**

Retention Number	Agency Series Number	Title	Description	Retention Schedule
GAR-RR-03	1-10-00	Records Storage Service Request	A form that is used to deposit, return and destroy records	For deposits, destructions and returns retain 2 years after transaction is completed and destroy.
GAR-RR-03	1-10-01	Records Storage Service Request	A form that is used to retrieve	For retrievals only, retain until transaction is completed (e.g. returned to storage), then destroy.
GAR-CM-02	1-10-02	Correspondence	Includes internal correspondence (letters, memos); also, correspondence from various individuals, companies, and organizations requesting information pertaining to agency and legal interpretations and other miscellaneous inquiries. This correspondence is informative (it does not attempt to influence agency policy).	Retain 6 months, and then destroy.
GAR-RR-04	1-10-03	Certificate of Records Disposal	Form used to certify the destruction or transfer of records according to an approved records retention schedule.	Retain 2 years, and then destroy.