

**General Services  
Deputy Director  
Record Descriptions**

Retention Number	Agency Series Number	Title	Description	Retention Schedule
950-0273	2-01-01	Deputy Director's Standard Information File	Files contain correspondence, IOC's and general Lottery information	Retain hard copy in the operating area for two (2) years; then destroy.
950-0781	2-01-10	Weekly Reports	Records contain information and updates of Fleet Management, Records Management, Office Services, Inventory Control, Warehouse and Facility Planning. Reports are forwarded to the Executive Director on a weekly basis	Retain in the operating area for one (1) year; then destroy.

**Office Service's**

**Record Descriptions**

Retention Number	Agency Series Number	Title	Description	Retention Schedule
950-0279	2-07-02	Supervisor's Files	File contains general information, internal communications and copies of procedures	Retain hard copy in the operating area for two (2) years; then destroy.

**Warehouse  
Record Descriptions**

Retention Number	Agency Series Number	Title	Description	Retention Schedule
950-0501	2-16-00	Supervisor's Standard Information File	Files contain correspondence, IOC's, general Lottery information and written Lottery policies	Retain in the operating area for two (2) years; then destroy.
950-0614	2-16-01	On-Line Vendor Packing Slips File	File contains current year's Packing Slips representing shipments of On/Line game supplies, such as. Lotto Bet Slips from the manufacturer to the On/Line vendor. Specific information on the Packing Slip includes date shipped, specific quantities, and pallet number. Allocation of On/Line supplies from Lottery Central to the Regional Office's is based upon the information provided by the Packing Slips	Retain hard copy in the operating area for one (1) year; then destroy
950-0805	2-16-02	Material Manifest File	File contains current year's Material Manifests displaying all information regarding shipments from Lottery Central to Regional Offices, shipment information, records delivery date, Region Identification, materials shipped, number of cartons, recipient signature and receipt date. Material Manifests are also used to document the shipment of any materials from Lottery truck to Lottery Headquarters. In all cases, the materials include paper stock, terminal ribbons, tickets and/or miscellaneous office supplies	Retain hard copy in the operating area for one (1) year
950-0806	2-16-03	Distributor Region Carton Manifests File	File contains Distributor Region carton Manifests, which function as chipping manifest to Regional Offices. Production personnel verify printout prior to shipment printout. (Manifests accompanies each shipment to the Region)	Retain hard copy in the operating area for one (1) year; then destroy.

**Inventory Control  
Record Descriptions**

Retention Number	Agency Series Number	Title	Description	Retention Schedule
950-0644	2-18-07	Requisitions For Bidding/Bid Documents	Records include information containing lists of suggested approved suppliers, items, quantity, unit description, estimates, cost (s) and Purchase Order Number	Retain hard copy in the operating area for one (1) year. After audit by State Auditor and after audit report is received; then archive. Destroy hard copy once CD has been checked for quality and completeness. Then retain CD in the Lottery Records Center for five (5) years; then destroy
950-0646	2-18-09	Leases and Agreements	File contains copies of all Regional Office leases of property and vehicles	Retain hard copy in the operating area for five (5) years; then retain in the Lottery Records Center for ten (10) years; then destroy

**Licensing & Bonding  
Record Descriptions**

<b>Retention Number</b>	<b>Agency Series Number</b>	<b>Title</b>	<b>Description</b>	<b>Retention Schedule</b>
950-0629	2-19-00	Sales Agent's Application/ Agreement/Bonds	Records contain all current Sales Agent Applications and Agreements, in addition to bonds. Each Agent Application and Agreement identifies the business ownership, name, address, credit references, answers to questions pertinent to O.R.C. 3770 and applicants notarized signature. Sales Agent Bonds insured Agents for a designated value. The Application and Agreement in conjunction with the submitted Bond, is used for approval of Sales Agent License to sell Ohio Lottery tickets. Files are maintained within rotary file, in numerical Agent Number order	Retain in the operating area, which is continually updated and maintained for duration of active Sales Agent License and two (2) years after agent cancellation date; then retained in the Cancelled Agents Application/ Agreement/Bonds per the Retention Period established for Schedule 2-19-01.
950-0630	2-19-01	Cancelled Agents Application/ Agreement/Bonds	File contains all Instant and On/Line agents, all application forms, correspondence and related material	Retain hard copy in the operating area for two (2) Years after agent cancellation date, per schedule 2-19-00; then archive. Destroy hard copy once CD has been checked for quality and completeness. Retain archived document in the Lottery Records Center for thirteen (13) years; then destroy.
950-0632	2-19-03	Standard Information Files	Records incorporate all internal and external procedures, Lottery Game Information, inter-departmental correspondence, directives, agency statements, policies, rules and regulations	Retain hard copy in the operating area for two (2) years; then destroy.
950-0842	2-19-04	Chain Account Agent Bonding Files	File details internal and external correspondence and procedures regarding sales and agent bonds including documents from insurance companies pertinent to bond issuance, copies of pending bonds and sales agent correspondence	Retain hard copy in the operating area for two (2) years after cancelled date of Bond; then destroy.

**Fleet Management  
Record Descriptions**

<b>Retention Number</b>	<b>Agency Series Number</b>	<b>Title</b>	<b>Description</b>	<b>Retention Schedule</b>
950-0639	2-20-01	Vehicle Accident Reports	File contains vehicle management accident reports on state vehicles, damage estimates, police and preliminary reports of state vehicles, which have incurred accidents	Retain in the operating area for two (2) years; then destroy.
GAR-VT-04	GAR-VT-04	Vehicle Salvage Reports	Form initiated when salvaging a state vehicle. Describes condition of vehicle and lists accessories installed on vehicle	Retain until audited by Auditor of State and audit is released and all discrepancies are resolved, and then destroy.
GAR-VT-03	GAR-VT-03	Copies of Car Repairs	Includes service records, compilation sheets, operation maintenance reports of licensed vehicles, warranty and guaranty statements, operating manual, reports and shop-work orders, accident reports, repair records, mileage and usage logs, etc.	Retain during ownership of vehicle; then destroy.
950-0642	2-20-04	Vehicle Title	File contains titles and spare keys for State vehicles. Also the registrations and the serial numbers of State vehicles including the vehicle description	Vehicle title and spare keys are moved with the vehicle salvage paperwork to Columbus when a vehicle is salvaged. They are not destroyed.
950-0645	2-20-05	Vehicle Fuel Consumption and Maintenance Report	File contains recorded State cars monthly fuel consumption and maintenance report, credit card and gasoline, oil and car wash expenses incurred by individual state employees and listed mileage readings at the time of purchase	Retain in the operating area after audit by State Auditor's Office and after audit report is released; then destroy.
New Number	2-20-06	Monthly Mileage Reports	Report details State vehicle mileage on a monthly basis, including the fuel cost per mile for the month	Retain in the operating area for three (3) months after audit by State Auditor's Office and after audit report is released; then destroy.

**Call Center  
Record Descriptions**

<b>Retention Number</b>	<b>Agency Series Number</b>	<b>Title</b>	<b>Description</b>	<b>Retention Schedule</b>
950-0650	2-21-00	Cashed Ticket Report (By Agent Number)	Report lists all tickets cashed and amount paid, when it was cashed and what agent cashed the ticket. The data includes the agent number, agent terminal identification, game identification code, the cashing and transaction ticket number, the amount paid and the claims submitted for redemption of the winning ticket. To be used as a cross-reference with the Cashed Ticket Report by Winning Ticket Number	Retain hard copy in the operating area for three (3) months; then archive. Destroy hard copy once CD has been verified for quality and completeness; then retain CD in the Lottery Records Center for ten (10) years; then destroy.
950-0652	2-21-01	On-line Cancelled/Deleted Winners Report	Report contains date, terminal number, description of bet, (straight, boxed, or backup) amount of bet, cancelled ticket serial number and game data (Pick 3, Pick 4, or Rolling Cash 5, etc ) of actual winning tickets cancelled/deleted per customer's request or terminal error	Retain hard copy in the operating area for one (1) year; then archive. Destroy hard copy once CD has been verified for quality and completeness; then retain CD in the Lottery Records Center for five (5) years; then destroy.
19500847	2-21-02	Mid-Tier Validation Log Records	Records are comprised of Mid Tier Validation Log Sheets, utilized to record all validation information regarding winning ticket of mid-tier prize, as authorized by the Agent Services personnel, for a specific game	Retain hard copy in the operating area for one (1) year; then destroy.
	2-21-03	Cashed Ticket Report (By Winning Ticket Number)	Report lists all tickets cashed and amount paid, when it was cashed and what agent cashed the ticket. The data includes the agent terminal identification numbers, the game identification code, identification numbers, the cashing and transaction number, the amount paid and the claims submitted for redemption of the winning ticket. To be used as a cross-reference with the Cashed Ticket Report by Agent Number	Retain hard copy in the operating area for three (3) months; then archive. Destroy hard copy once CD has been verified for quality and completeness; then retain CD in the Lottery Records Center for ten (10) years; then destroy.