

**Human Resources
Record Descriptions**

Retention Number	Agency Series Number	Title	Description	Retention Schedule
950-0478	1-07-00	Compensatory Time Records	Files consist of request and records for compensatory time for employees	Maintain in Lottery EIS indefinitely.
950-0479	1-07-01	Personnel Actions {Payroll}	File contains any changes of statue of personnel for payroll purposes	Retain hard copy in personnel file until employee no longer works for the Lottery. Then move to personnel files indefinitely.
950-0480	1-07-03	Personnel Files (Former Employees)	File contains employment application, resignation or termination letters, performance evaluations and personnel actions	To be retained in operating area for ten (10) years (hard copy) then store hard copy in warehouse indefinitely.
950-0481	1-07-04	Personnel Files (Present Employees)	File contains employment application, deduction forms, withholding forms, Hospitalization forms and evaluations	To be retained in operating area for length of employment.
950-0483	1-07-06	Request to Work Overtime	Files contain request from section to have employees to work overtime, along with work assignments	Maintain in Lottery EIS indefinitely.
	1-07-07	Weekly Reports	Documents status of on-going projects and issues; advises supervisors and Director of current issues	Retain in operations area for one year
950-0485	1-07-10	E.E.O.C. Cases	Suits filed against the Ohio Lottery Commission with the Equal Employment Opportunity Commission	Retain in the operating area for length of employment. Then transfer to warehouse for storage indefinitely.
950-0486	1-07-12	E.E.O General File	File contains equal employment opportunity information for job positions, exit interviews questions and data card	Retain in the operating area for length of employment then transfer to warehouse for storage indefinitely.
950-0487	1-07-13	E.E.O Information Applicant File	Files consist of sex, race, and date of birth and age of applicant	Retain hard copy in the operating area for two (2) years; then send retention on CD, store for five (5) years in the Lottery Records Center; then destroy
950-0492	1-07-23	Unemployment Compensation File	File Contains Claims and determination of same filed by employee for unemployment compensation benefits	Retain in the operating area 10 years from initial claim date, then store at warehouse indefinitely.
950-0493	1-07-24	Tuition Reimbursement Request	File contains employee request for Tuition Reimbursement for courses approved By State Education Committee.	Retain hard copy in the operating area for the length of employment, then place in employee personnel file.
950-0494	1-07-26	General Records	File contains memos, letters and interoffice communications, etc.	Retain in operation area for six months and then destroy.
950-0496	1-07-31	Job Specification File	File contains job specifications for all State job classifications	Retain hard copy in the operating area until replaced; then destroy
950-0497	1-07-33	Directives from Administrative Services	File consists of rules and regulations pertaining to personnel	Retain hard copy in the operating area as long as current. Replace with new directive; keep old for two (2) years in operating area, then destroy.
950-0498	1-07-34	Application File	File consists of applications of individuals applying for a position within the Ohio Lottery Commission	Retain hard copy in the operating area for one (1) years; then destroy.

950-0499	1-07-35	Workers Compensation (Past and present employees)	Employee-completed form for Worker's Compensation benefits	Retain hard copy in the operating area for life of claim. Then retain hardcopy indefinitely at the warehouse.
950-0500	1-07-37	Disability, Medical, FMLA, AICB's and other related information of past and present employees.	All employee disability and medical forms accumulated during the course of employment	These records are kept in the confidential medical file in operating area for the duration of employment. Then retained for 10 years in operating area (hardcopy), then transfer to warehouse for indefinite period of time in hard copy. Note: the confidentiality of these records is mandated by Federal law and controlled access is required to these areas at all times.
950-0592	1-07-41	Personnel Policies and Procedures	Files contain all personnel practices and procedures generated by the personnel department and submitted to the Assistant Executive Director for perusal and approval	Retain hard copy in the operating area until superseded then destroyed.
950-0772	1-07-42	State Personnel Board of Review Files	These records incorporate correspondence and copies of filings kept by Personnel Director for reference	Retain hard copy in the operating area until case is closed; then retain in the Lottery Records Center for two (2) years; then destroy
950-0774	1-07-44	Off-Site Training Records	Records represent all off-site training seminars and sessions including attendance date, time, duration, cost and evaluation	Retain hard copy in operating area for five years, archive to CD. Destroy CD after five years.
950-0847	1-07-46	Acknowledgement Form (ORC 3770.0)	The acknowledgement form is a form used to confirm that no employee or household member claims Lottery prize money. The social security number supplied by the employee is compared to a list of winners. Updated on an annual basis. The previous form is discarded. Kept indefinitely in hard copy as part of the employee's personnel file	Retain until superseded by updated copy; then destroy. When employee terminates, current form is transferred to employee's personnel file