

**Operations Management  
Record Descriptions**

Retention Number	Agency Series Number	Title	Description	Retention Schedule
950-0509	4-01-22	Correspondence	File contains correspondence pertaining to Instant games and On/Line games, IOC, general Lottery information, written Lottery policies, interdivisional and interdepartmental correspondence.	Retain hard copy in the operating area six (6) months, and then destroy.
950-0510	4-01-23	Weekly Computer Usage Report	Report shows weekly cycle of computer use, initiated through Division of Computer Services, including information such as System Number and Name, termination date and time, lines printed, charges assessed for the IBM personal computer use necessary to complete the job.	Retain hard copy in the operating area for one (1) year; then destroy. No microfilming required.
950-0512	4-01-25	Weekly Transaction Usage Report	Report shows the weekly cycle of use of the ROSCOE screen editing system. This system is used for the design and development of production programs as well as the creation and submitting of EDP jobs.	Retain hard copy in the operating area for one (1) year; then destroy. No microfilming required.
950-0513	4-01-26	Weekly Terminal Usage Report	Report includes data regarding the weekly cycle of use of the ASYNC Computer Terminal, which is the "Asynchronous Transmission Terminal" used to transmit data one character at a time, over communications lines, initiated through the Division of Computer Services. The information includes the identification of the line used to produce the program, the start and end time for use of this computer terminal and the charges.	Retain hard copy in the operating area for one (1) year; then destroy. No microfilming required.
950-0514	4-01-27	Weekly "CICS" Transaction Usage Report	Report describes all weekly transactions completed through the Division of Computer Services performed within the CICS, or "Customer Information Control System." The information includes the agency computer terminal identification, the Code Number of the transaction, the first and last transaction and charges assessed.	Retain hard copy in the operating area for one (1) year; then destroy. No microfilming required.
950-0688	4-01-29	Incident Report	This report contains an explanation regarding any exceptions to normal processing of the Ohio Lottery Commission, G-Tech operating system for a given day. This report includes a clear, concise explanation of the exception situation, including action taken.	Retain hard copy in the operating area for two (2) years; then destroy. No microfilming required.
950-0783	4-01-30	Weekly Report	Report contains updates on the G-Tech gaming system, LMS (Instant Ticket Lottery Management System), LITUS, Network Systems and Operations Systems. Reports are forwarded to the Executive Director on a weekly basis	Retain information in the operating area for one (1) year; then destroy. No microfilming required.

**Network Information Systems  
Record Descriptions**

Retention Number	Agency Series Number	Title	Description	Retention Schedule
950-0519	4-05-09	Correspondence Files	Files contain correspondence and information regarding games, memos and general Lottery information.	Retain hard copy in the operating area for two (2) years; then destroy. No microfilming required.
950-0520	4-05-10	Program Listings (Hard Copy)	File contains source codes for production of all computer programs, in addition to cross-reference lists on programs.	Retain hard copy in operating area for two (2) years, and then destroy. No microfilming required.
950-0522	4-05-12	Disk File Storage Records	Disk File Storage Records comprise all records stored on magnetic disks packs or storage units that store a high volume of data on metal platters, i.e. plates. Disks pack storage facilities quick record retrieval and high volume storage.	Retain disks, which are continually updated and maintained at State Data Center in Columbus.
950-0523	4-05-13	Magnetic Tape Library	Magnetic Tape Library is comprised of all reels of magnetic tape, representing agency computer programs and accompanying program data. The data to be stored is sequentially written on one-half inch magnetic tape as electronic impulses. Reels of magnetic tape are mounted on tape drive for reading and writing the computer system.	Retain magnetic tapes, which are continually updated and maintained at State Data Center in Columbus.
950-0694	4-05-15	Instant Games Program Listings	File contains Instant games generated at the Ohio Lottery Commission.	In hard copy for twenty (20) years; then destroy.

**G-Tech/Prosys  
Record Descriptions**

Retention Number	Agency Series Number	Title	Description	Retention Schedule
950-0670	4-07-34	System Totals Report	<p>CD contains all files generated by GTECH/Prosys system and included: Midday and Evening Pick 4 Winners Summary Report, Winners summary report for draw 8498 to 8499, Rolling Cash 5 Winner Summary, Kicker Winner Summary, Cashed Ticket Reports, Cashed Purge Ticket Report, Draw Sales Report, Today's Sales Report System, Transaction Report, Uncashed Purge Ticket Report, Whale Report, Added Agents Report ,Agent Adjustment Report, Advanced Sales Report, Big Winners Report, On-Line Games Sales Report, Summary On-Line Games Sales Report, Deleted Agents Report, ICS Balancing Report, Agent Key Field Modification Report, Liability Report, Modified Agent Report, Transaction Totals Report, Transaction Distribution By Hour, Cancelled Winners Report, Agent With Zero Sales For Date Period, Week-Ending Zero Sales Report, Cancelled Winners Report, Number Statistics Report, Pool Report, Prize Calculation Report For Draw, Rolling Cash 5 Winner ticket external JFI, Rolling Cash5 Winning ticket Report, Draw Sales Report, Lotto Statistics Report, Share Calculation, Kicker Big Losers, Kicker Big Winners, Lot O Play winning ticket external JFI, Kicker Winning External JFI, Super Lotto Winning ticket internal JF,I Kicker Wining Internal JFI, Winner Summary Report per Draw, Winner Summary Report For Draw, Invoice Tape Report, Invoice Tape Month end, Midday and Evening Pick 3 Winners Summary, Rolling Cash 5 Big Winner Report, Manual Adjustment Report, Rolling Cash 5 Big Winners Report, Lot O Play Big Winner Report, Kicker Big Winner Report, Mega Millions Big Winner Report, Kicker Big Winner Report, Rolling Cash 5 Daily Purge Amount, Super Lotto Daily Purge Amount, Lot O Play Daily Purge Amount, Pick 3 Daily Purge Amount, Pick 4 Daily Purge Amount, Kicker Daily Purge Amount, Mega Millions Daily Purge Amount, Aladdin Daily Purge Amount, ICS Log, Lot O Play Instant Winner Report Rolling Cash 5 draw flat file, Lot O Play draw flat file, Pick 3 draw flat file, Pick 4 draw flat file, Kicker draw flat file, Mega Millions draw flat file, Rolling Cash 5 match 5 of 5, Lot O Play Match 5 of 5, Mega match 5 of 5, Mega Millions winning external JFI, Mega Millions winning internal JFI, Rejected Wager Error Report, Rolling Cash 5 Uncashed Ticket Report, Super lotto Uncashed Ticket report, Lot O Play Uncashed Ticket report, Pick 3 Uncashed Ticket report, Pick 4 Uncashed Ticket report, Pick Kicker Uncashed Ticket report, Mega Millions Uncashed Ticket report, Aladdin Uncashed Ticket report, Lot O Play winner summary, Mega Millions winner summary, Lot O Play summary winners, Lots Marked Sold Control, Inventory Report, End Lot Report, Inventory Control System Transaction Summary, Adjustment Report Totals, All Agent Daily Report, All Agent Invoice Report, All Agent Week to Date Report, Daily Sales Report, Agent Record Modification, Security Log Audit Report, Warehouse Movement Report, Weekly Sales Commission Update/Report, Destroy High Tier Load, Destroy High Tier Stolen Load, Destroy High all the rest report, Destroy High Tier Stolen Report, Destroy Low Tier all the rest load, Destroy Low Tier Stolen Load, Destroy Low Tier all the rest report, Destroy Low Tier Stolen Report, 90% Cashed Report, Game Information Report, Inventory Control System Financial Summary Table, Inventory Control System Transaction Status Summary, Cross Cashing Report, Daily Commission Transaction Report, Variable Commission Transaction Report, Invoice Commission Transaction Report, Week to Date Tracing Report, Inventory Scan Report, Validation File Scan, Inventory Load, Inventory Load, Report, Inventory by Game, Inventory by Location, Outstanding Inventory Report, Inventory Levels Distribution Report, Vend tape by Game, Vend tape Summary tape, Vend tape all the rest tape, Stolen Vend tape Summary Tape, Stolen Vend tape, Exceptions report for the initial game instant distribution order, exception report for the daily instant distribution order, sales rep activity report, retailer report, security report, LMS initial order instant ticket distribution reconciliation report, LMS daily instant ticket reconciliation report, sold with Uncashed Prizes, validation high tier load, validation high tier load report, validation low tier load, validation low tier report, credit claims report, headquarter credit claims report, game end by location, game end report missing full location, game end report missing by lot, game end report by partial location, game end report by partial lot</p>	<p>Retain disk (CD) information in the operating area for 5 years with a backup copy kept at the Warehouse for disaster recovery.</p>

**Computer Department  
Record Descriptions**

<b>Retention Number</b>	<b>Agency Series Number</b>	<b>Title</b>	<b>Description</b>	<b>Retention Schedule</b>
950-0549	4-08-02	Job Control Language File	Files contain the list of data processing files used to execute computer programs for maintenance of the computer system.	Retain hard copy in the operating area for three (3) months or until update is received; then destroy. No microfilming required.
950-0553	4-08-06	Reference Manuals For Hardware/Software	Reference manuals include all instructional material designed to provide all necessary training and reference information for the software and hardware maintained by the agency's computer system.	Retain hard copy in operating area, which is continually updated and maintained.
950-0759	4-08-15	Ohio Lottery Instant/On-Line Games Ticket Files, Agent, Library Tape Files	These tapes contains the master file of the Instant/On-Line tickets Internal Control File, daily transactions records, daily gross totals of the inventory for the day, daily liability file by day and game, validity files, redeemed ticket files (after game closing), and 3/6 second chance drawing for Monthly Million Dollar Giveaway winners and OIC's master agent database at certain time frames, the source programming codes being utilized at that time, the Internal Revenue year end information, the purge claims information for the On/Line Vendor Syntech.	Retain CD for three {3} years; then destroy.
950-0762	4-08-20	Ohio lottery's Instant/On-Line daily Agent Adjustment, Daily Sales Summary And Claim Files	Files contain a copy of the Agent Daily sales, Agent daily Adjustments and Claim files.	Retain hard copy in operating area for three (3) years; then destroy.
950-0763	4-08-21	Ohio Lottery's On/Line Games Internal Control files	Files contain the On/Line games transaction database, liabilities, validity and balancing information.	Retain hard copy in operating area for three (3) years; then destroy.
950-0764	4-08-22	Ohio Lottery Commission's Library Backups Of Source Executable Programs JCL (Job Control Language)	Tapes contain copies of the source program written in and programming languages, and complied/linked version (Executable) of programs and screens, and the job control language used to execute these programs.	At the end of each year, a backup is taken and should be maintained for sixty (60) days; then destroy
950-0765	4-08-23	Ohio lottery's Library Of Source, Executable Programs JCI's (Job Control language)	Files contain copies of the source program written in and programming languages, and complied/linked version (Executable) of programs and screens, and the job control language used to execute these programs.	At the end of each year, a hard copy is taken and should be maintained for sixty (60) days; then destroy.

**Information Technology Support  
Record Descriptions**

<b>Retention Number</b>	<b>Agency Series Number</b>	<b>Title</b>	<b>Description</b>	<b>Retention Schedule</b>
950-0712	4-11-00	GTECH Console Log (ELOG)	Display all system activity and operator intervention. Information is used to help identify and explain the occurrence, specific times and duration of operational problems.	Retain one (1) year in Records Retention, transfer to Records Center for two (2) years.
	4-11-01	Online and Instant Daily Sales Reports	This CD contains the following repots and is run on a daily basis: Partial Status Pool #400, Instant Ticket Summary Report Inventory By Game #420, Instant Edit Report Transaction Status Summary (Instant) #422, Instant Ticket Liability Report #424, Instant Ticket Redeemed Balance Report #425, Instant Ticket Inventory Movement Report #427, Instant Ticket Claimed Report #428, Instant Ticket Sales Activity Report #42,9 Daily Instant Activity Report #430, Weekly Activity Report #431, Instant Redeem Sales And Adjustments #432, Inventory Control Report #440, Validation Control Report #441, Transaction Total Report #442, Inventory By Game Report #443, Validation By Game Report #444, Retailer Instant Adjustment Report #445, ICS Auto Balancing Report (Instant) #499, Retailer Changes Report #531, Terminal Changes Report #534, Reset Files Report #554, Log Edit Report #521, Transaction Status Summary Report #522, Daily Agent Invoice Report #526, Sales By Time Interval Report #529, Retailer Changes Report (On/Line) #531, Winning Numbers #532, Carryover Sales Report #533, Terminal Changes Report #534, Retailer Adjustment Report #535, On/Line-Cashed #536, Winning Number #537, Online Purges-Uncashed Ticket Report #539, Retailer Online Adjustment Report #545, Weekly Agent Invoice Report #546, Reset Files Report (On/Line) #554, General Ledger Report # 560, Draw Sales Summary #561, Winners Report #563, Weekly On/Line Adjustment Report (On/Line) #566, Advanced Sales Report #567, Carryover Consistency Report#569, Tickets Cashed Greater Than 150 Days From Draw (On/Line) #571, Game Summary Report #599, ICS Auto Balancing Report #599, Raffle Report #579	Retain one (1) year in Records Retention, transfer to Records Center for two (2) years.