

**Chief Legal Counsel  
Records Descriptions**

<b>Retention Number</b>	<b>Agency Series Number</b>	<b>Title</b>	<b>Description</b>	<b>Retention Schedule</b>
GAR-RPM		Weekly Reports	Documents status of on-going projects and issues; advises supervisors of various events and issues.	Retain one (1) year and then destroy
950-0403	1-04-01	Confidential Materials - Certified Records of Adjudication Hearings	All original evidentiary materials and transcriptions as well as opinions regarding license revocation proceedings for the Ohio Lottery Commission Agents	Retain hard copy in the operating area for two (2) years; then retain in the Records Center for five (5) years; then destroy.
950-0404	1-04-02	General Correspondence	Correspondence to both public and staff at the Ohio Lottery Commission regarding legal inquires	Retain hard copy in the operating area for three (3) years; then destroy if of no longer of value.
950-0594	1-04-04	Executive Orders	Files contain executive orders created to compensate for emergency situations, generally relative to Lottery games wherein the necessity exists to waive the standard rule generating procedure due to time constraints	Retain hard copy in the operating area for one (1) year; then retain hard copy in the Records Center for five (5) years; then destroy.
950-0405	1-04-05	Delinquent Agent Claims Correspondence	For delinquent agent claims. Copies of all correspondence between the Lottery Commission and the Legal Department and Office of the Attorney General regarding delinquent agents	Retain hard copy in the operating area for two (2) years after the Statute of Limitations for further appeals has expired; then retain in the Records Center for five (5) years then destroy
950-0406	1-04-06	Personal Service Contracts	Contracts and related correspondence pertaining to personal service contracts	Retain hard copy in the operating area for five years (5) years; destroy hard copy once archived document has been checked for quality and completeness; then retain CD in the Lottery Records Center for ten (10) years; review for administrative value; then destroy
950-0407	1-04-07	Legal Claims	File contains pleadings, correspondence and evidence relating to old and/or pending legal claims	Retain hard copy in the operating area for five years (5) years; destroy hard copy once archived document has been checked for quality and completeness; then retain CD in the Lottery Records Center for ten (10) years; review for administrative value; then destroy
950-0408	1-04-08	Investigative Reports	Legal records and reports from the Ohio Lottery Security Department regarding investigation	Retain hard copy in the operating area for five (5) years after conclusion of the investigation; then retain in the Ohio Lottery Records Center for five (5) years; then destroy
950-0409	1-04-09	Legal Forms	Forms of affidavits, Power of Attorney forms and similar documents	Retain hard copy in the operating area for five (5) years; then retain hard copy in the Lottery Records Center for five (5) years; then destroy.
GAR-RPM-09	GAR-RPM-09	Commission Minutes	File contains records of all Ohio Lottery Commission meeting minutes	To be retained for two (2) years; then transfer to State Archives
950-0411	1-04-11	Leases of Property and Vehicles	File contains copies of all regional office leases of property and vehicles. All land leases shall be filled with the appropriate County Recorder and shall be deposited with the Auditor of State in accordance with ORC 47.49	Retain hard copy of land and vehicle leases for five (5) years after expiration of the lease; then destroy
950-0412	1-04-12	Instant Bids,	Record includes all bids and	Retain hard copy in the operating area for

		Proposals and Contracts	proposals submitted by instant ticket vendors for instant ticket Lottery games; "Request for Qualification", (RFQ's); "Invitation to Bid", (ITB's); "Request for Proposal", (RFP's), Pre-Bid conference material and other relevant information	two (2) years after contract termination; then retain in the Lottery Records Center for ten (10) years; then destroy
950-0595	1-04-13	On-Line Bids, Proposals and Contracts	File includes all bids and proposals submitted by On/Line vendors for On/Line Lottery games; "Request for Qualification", (RFQ's); "Invitation to Bid", (ITB's); "Request for Proposal", (RFP's), Pre-Bid conference material and other relevant information	Retain hard copy in the operating area for five (5) years after contract termination; then retain in the Lottery Records Center for five (5) years; then destroy
950-0697	1-04-14	Game Rules	File contains game rules and executive orders created to compensate for emergencies relative to Ohio Lottery games wherein the necessity exists to waive the standard rule generating the procedure due to time constraints	Retain hard copy in the operating area for two (2) years after effective date of instant rule and indefinitely in an On/Line rule. Retain in the Records Center for five (5) years; then archive. Review for administrative value; then to State Archives for review prior to destruction
950-0698	1-04-15	Contracts Related to Software Maintenance, Ticket Security, On/Line Ticket Stock and On/Line system maintenance and Lease of Instant Ticket Vending Machines	Records includes all bids and proposals submitted by these various vendors including; Request for Proposal (RFP's), Request of Validation, Invitation to Bid, pre-bid conference materials and other relevant information	Retain hard copy in the operating area for five years (5) years; destroy hard copy once archived document has been checked for quality and completeness; then retain archived document in the Lottery Records Center for ten (10) years; review for administrative value; then destroy
950-0590	1-04-16	Active Game Files	File contains internal and external correspondence, procedures and related information regarding active Lottery games	Retain hard copy in the operating area for two (2) years; then retain hard copy in the Lottery Records center for three (3) years; then destroy. No archiving required
950-0778	1-04-17	Monthly Reports	Reports contain updates on legal issues pertaining to the Ohio Lottery Commission, which are forwarded to the Governor's office on a monthly basis	Retain information in the operating area for one (1) year; then destroy. No archiving required
GAR-RPM		Weekly Reports	Documents status of on-going projects and issues; advises supervisors of various events and issues.	Retain one (1) year and then destroy