

**Products - Instant Tickets
Record Descriptions**

Retention Number	Agency Series Number	Title	Description	Retention Schedule
	7-01-00	Standard Information Files	File contains general information pertinent to other state lotteries, internal and external procedures regarding current Lottery games, agency policies and regulations, correspondence between agency personnel, inquires from organizations/individuals regarding agency.	Retain hard copy in the operating area for two (2) years; then destroy.
950-0364	7-01-01	Weekly Sales Reports And Related Statistics	File contains weekly sales reports, derivative sales research, by district, by region and statewide and related research studies.	Retain hard copy in the operating area for two (2) years; then destroy.
950-0365	7-01-02	Marketing Research Studies	Surveys on demographics, sales agent preferences regarding games, procedures and other various Marketing Research Studies.	Retain hard copy in the operating area for five (5) years; then microfilm. Destroy hard copy once microfilm has been verified for quality and completeness. Retain microfilm in the Lottery Records Center for five (5) years; then destroy.
950-0816	7-01-04	Instant Game Working Papers	File contains executed game requirements that detail ticket description, game description, game specifications, fonts, prize structure, packing and shipping, delivery schedule and authorization to print instant game.	Retain in office area for one year; then retain in the Records Center for four (4) years; then destroy.

**Products - Online Games
Record Descriptions**

Retention Number	Agency Series Number	Title	Description	Retention Schedule
950-0853	7-02-00	Lotto Jackpot Analysis Files	Documents supporting Jackpot Game sales (project and actual) to determine the amount of the next jackpot and the authorization document to roll the jackpot to the next amount	Retain hard copy in the operating area for one (1) year; then transfer to the Lottery Records Center for two (2) years, then destroy.
950-0860	7-02-01	On Line Promotional Materials	Documents supporting an online game promotion. Includes sales history before, during and after a promotion as well as, research of other lotteries promotions. Includes supporting documents regarding Task Lists & Timelines, Meeting Minutes, Memos, Point of Sale Materials, System/Software Requirements, etc.	Retain hard copy in the operating area for three years, then microfilm. Destroy hard copy once film has been verified for quality and completeness. Retain in Lottery Records Center for three (3) years, and then destroy.
new	7-02-02	New Game Online Files	Documents supporting the development and implementation of new on-line games. This includes sales history before, during and after a promotion as well as, research of other lotteries game information. Includes supporting documents regarding Task Lists & Timelines, Meeting Minutes, Memos, Point of Sale Materials, System/Software Requirements, etc.	Retain hard copy in the operating area for three years, then microfilm. Destroy hard copy once film has been verified for quality and completeness. Retain in Lottery Records Center for four (4) years, and then destroy.
950-0858	7-02-03	On Line Game Correspondence	Documents such as, vendors correspondence, customer letters e-mails, interoffice memo's as they relate to online games.	Retain hard copy in the operating area for two years; then transfer to the Lottery Records Center for two (2) years, then destroy.
950-0864	7-02-04	On Line Game Files	Documents related to online games. Includes game matrix information, promotional data, game rules, sales history, changes, miscellaneous information, etc.	Retain hard copy in the operating area for three years, then CD. Destroy hard copy once film has been verified for quality and completeness. Retain in Lottery Records Center for four (4) years, then destroy.
950-0859	7-02-05	On Line Game Research Files	Documents containing research related to online games. Includes game proposals, game matrix, other lottery games, sales history. Supporting documents for retailer and player focus groups, web surveys and direct mail surveys.	Retain in office area for three years; then retain in the Records Center for two (2) years; then destroy.
New	7-02-06	Retired On Line Game Files	Documents related to online games that have been retired. Includes game matrix, sales history, POS, how-to-play, etc.	Retain hard copy in the operation area for three years; then CD. Destroy hard copy once CD has been verified for correctness. Retain Lottery Records for four years, then destroy.