

**Instant Ticket Vending Machine Coordinator
Record Descriptions**

Retention Number	Agency Series Number	Title	Description	Retention Schedule
GAR-RPM-07	6-01-00	Weekly Reports	Reports contain update on regional offices, sales, executive accounts, agent services and technical training. Reports are forwarded to the Executive Director on a weekly basis	Retain information in the operating area for one year, then destroy.
950-0808	4-13-01	ITVM Database Reports	File contains reports showing ITVM (Instant Ticket Vending Machine) database. The file also includes agent number, date assigned, business name, city, regional district, chain number, equipment status and date printed monthly and put on CD.	Retain hard copy in the operating area for entire length of contract with vendor; then archive. Destroy hard copy two (2) years after end of contract and after CD has been checked for quality and completeness. Retain CD on file in the Ohio lottery Records Center for four (4) years; then destroy.
950-0809	4-13-02	Service Call Reports	File contains reports showing calls for ITVM's (Instant Ticket Vending Machine). File indicates call number, serial number, date and time of reported service, arrival time and time closed. Report indicates problems and the repair required.	Retain hard copy in the operating area for entire length of contract with vendor; then archive. Destroy hard copy two (2) years after end of contract and after CD has been checked for quality and completeness. Retain CD on file in the Ohio Lottery Records Center for four (4) years; then destroy
19500850	4-13-03	G-TECH Invoices	File contains monthly invoices for ITVM's (Instant Ticket Vending Machine). Each has database printout for leased ITVM for the month billed. All removals relocations, installs and attempted activity for the month including all backup documentation for each request during the month, including for some months are power line invoice. Summary pages are included for each section of the invoice.	Retain hard copy in the operating area for one (1) year. Then retain in the Lottery Records Center for two (2) years; then destroy.

**Deputy Director
Record Descriptions**

Retention Number	Agency Series Number	Title	Description	Retention Schedule
GAR-RPM-07	6-01-00	Weekly Reports	Reports contain update on regional offices, sales, executive accounts, agent services and technical training. Reports are forwarded to the Executive Director on a weekly basis	Retain information in the operating area for one year, then destroy.

**Assistant Deputy Director
Record Descriptions**

Retention Number	Agency Series Number	Title	Description	Retention Schedule
GAR-RPM-07	GAR-RPM-07	Assistant Deputy Director Sales Weekly Report	Documents status of on-going projects and issues; advises supervisors of various events and issues.	Retain one (1) year; then destroy.

**Regional Offices
Record Description**

Retention Number	Agency Series Number	Title	Description	Retention Schedule
950-0317	6-07-00	Regional Manager's Standard Information Files	Files include general game information, such as internal and external operating procedures, agent communications, correspondence between office and Lottery Central, and with agents, policies, procedures, Regional Manager Monthly Reports, inter-office communications to sales force, information regarding distribution systems.	Retain the hard copy in the operating area for two (2) years; then destroy.
950-0318	6-07-01	Regional Manager's Confidential Files	Sensitive personnel information, copies of documents relative to legal situation, copies of security reports.	Retain hard copy in the operating area for five (5) years; then destroy.
950-0319	6-07-02	Regional Office Standard Informational Files	General Regional records, maintained by regional secretary, standard correspondence with agents and the public regarding operational policies, information on current Lottery games, including procedures, general staff directives, policy statements and publications, such as, Rep Rap, for sales Reps, and Ticket Seller, for agents.	Retain the hard copy in the operating area for two (2) years; then forward to Office of Legal Counsel.
950-0320	6-07-03	Regional Personnel Files	Employee name, Daily Time Sheets on weekly basis performance evaluations.	Retain the hard copy in the operating area until the employee no longer works in the region, the forward to OLC Central.
950-0322	6-07-05	Sales Representative Files On Distribution And Training	Sales Representative Zip Codes/District Assignments and Distribution Cycle Information, Route Lists, training Schedules, seminar content and instructors, in conjunction with related correspondence between Regional Offices and Marketing Division management and training Department of Lottery Central.	Retain in the operating area until superseded.
950-0323	6-07-06	Regional Office Game Books	Binders containing all information, including procedures, for each current game, such as Instant Game XVII and comprehensive binder for all On/Line Games.	Retain the hard copy in the operating area for two (2) years; then destroy.
950-0324	6-07-07	Regional Claim Form log	File contains Claim Form Logbook in sequential claim form number, for all games, claimants presenting high-tier winning tickets to Regional Offices for submission of it to Validation Department at Lottery Central. Includes' section, based upon same system, for questionable claim inquires, so marked, for On/line tickets valued at any denomination.	Retain hard copy for two (2) years from approximate claim payment date in the operating area; then destroy.
950-0325	6-07-08	Claim Forms (Copies)	File contains Regional office copies of Claim Forms, representing individuals who present apparently, valid winning high-tier Lottery tickets for both current Instant game and On/Line games, for submittal to Validation Department of Lottery Central for final verification and potential payment. Also included, Questionable On/Line Claim Forms stamped: Inquiry.	Retain hard copy for two (2) from approximate claim payment date in the operating area; then destroy.
950-0328	6-07-11	Agent Data-Correction Or Change Forms (Copies)	Copies of form recording information to be corrected or changed, such as telephone number, status, agent data, for Sales Agent.	Retain one (1) year from form date in operating area; then destroy.
950-0329	6-07-12	Agent Lot Delivery Forms (Copies)	Copies of Agent Lot Delivery Forms, produced to record lot, both quantity and exact lot numbers, of Instant Tickets issued to Sales Agent, and the date on which issued. Also, identify Sales Agent Information, such as Agent Number, business name, address and zip code, distributor number, delivery/pick-up day. Includes copies of Consignment Records, attached to each lot.	Retain one (1) year from resolution date in operating area; then destroy.
950-0333	6-07-16	Application For Lottery Sales Agent License (Copies)	Application copies completed by prospective sales agents, including business data, credit references.	Retain hard copy in the operating area for two (2) years; then destroy.
	6-07-18	Defective-Stolen-Partial Lot Receipts (Copies)	Records include copies of all Defective-Stolen-Partial Lot Receipts, representing regional receipt of such lot/tickets from Sales Agents, and forwarding of such unusable lots of instant tickets to Lottery Central.	Retain hard copy in the operating area for one (1) year; then destroy.

950-0725	6-07-19	Electronic Funds Transfer (EFT) Records on Agents (Copies)	All information pertinent to the Electronic Funds Transfer System for all sales Agents, including communications to agents regarding it.	Retain in the operating area until superseded or declared obsolete.
	6-07-20	Lot Transfer Forms (Copies)	File contains copies of Lot Transfer Forms, representing the transfer of full lots of Instant tickets from Sales Agents to the respective Regional Office, and then to Lottery Central supply of safety stock.	Retain one (1) year from form date in operating area; then destroy.
950-0339	6-07-22	Marketing Evaluations For On-Line Sales Agents (Copies)	File contains copies of forms and information regarding sales agents applying for On/Line terminals.	Retain in the operating area for one (1) year after agent cancellation; then destroy.
	6-07-23	Marketing Evaluations for Agent Changes of Ownership (Copies)	File contains copies of forms describing information on agents who are changing business ownership.	Retain hard copy in the operating area for two (2) years after change of ownership is effective; then destroy.
	6-07-24	Material Manifests (Copies)	File contains manifests describing all materials being received by the Regional Office, and being forwarded to Lottery central by the Regions.	Retain in the operating area for one (1) year from date of form; then destroy.
	6-07-25	Recap And Voucher Number Reports	Copies of Recap and Voucher Number Reports, detailing information regarding voucher issuance to agents, including agent signature as proof of receipt.	Retain in the operating area for one (1) year from date of form; then destroy.
950-0343	6-07-26	Request For Relocation Of Terminals For On-Line Agents	Copies of form with all detailed information relative to On/Line sales Agent requesting relocation of the On/Line games terminal within the business establishment.	Retain in the operating area for one (1) year after terminal relocation; then destroy.
950-0344	6-07-27	Return Ticket Receipts (Copies)	Copies of forms detailing all information pertaining to sales agents return of Lots of instant tickets through the Regional Office to Lottery Central.	Retain hard copy in the operating area for one (1) year from end of game; then destroy.
950-0345	6-07-28	Settlement Affidavits	File contains copies of Settlement Affidavits, signed by sales agent, prepared for agents with delinquent balances due the Lottery, NSF checks, changes of ownership, any settlement other than standard.	Retain in the operating area for one (1) year from date of form; then destroy.
950-0346	6-07-29	Stolen Or Destroyed Ticket Reports And Statements Of Agents	Copies of forms with all information relative to unusable stolen or destroyed instant tickets, which are replaced with sellable lots of tickets at sales agent's business.	Retain in the operating area for one (1) year from date of form; then destroy.
950-0347	6-07-30	Storeroom Withdrawal Requisitions	Copies of requisitions, documenting all supplies and materials being requested from Lottery Central for general office operations, Sales Representative service calls.	Retain in the operating area for one (1) year from date of form; then destroy.
950-0348	6-07-31	Agent Training Files	Records include all information regarding Sales Agent training, including dates, training session content, scheduling of agents for training.	Retain hard copy in the operating area for two (2) years; then destroy.