

**Security Department  
Record Descriptions**

<b>Retention Number</b>	<b>Agency Series Number</b>	<b>Title</b>	<b>Description</b>	<b>Retention Schedule</b>
GAR-RPM-07		Weekly Reports	Documents status of on-going projects and issues; advises supervisors of various events and issues.	Retain one (1) year and then destroy.
GAR-CM-02		Correspondence, General	Includes internal correspondence (letters, memos); also, correspondence from various individuals, companies, and organizations requesting information pertaining to agency and legal interpretations and other miscellaneous inquiries. This correspondence is informative (it does attempt to influence agency policy).	Retain six (6) months, then destroy.
950-0565	1-06-12	Stolen Ticket Database	Contains information pertaining to stolen ticket reports. Information includes the theft date, case number, agent's name, agent's number, region, lot number and sequence of tickets stolen and the number of tickets stolen	Retain in computer (on disk) for five (5) years; then erase
950-0566	1-06-13	Security Department Investigation File	This file consists of investigations conducted by the Security department regarding altered tickets, attempted cashing of stolen tickets, special investigations and complaints, including the original complaint or request for the investigation	Retain hard copy in the operating area until case is closed; retain one (1) year from date the case is closed; then scan document. Retain CD in the Lottery Records Center for five (5) years; then destroy
950-0571	1-06-22	Ohio Lottery Drawing Procedures	Rules and regulations on how a drawing is to be conducted. Guidelines for Ohio Lottery Commission employees to follow	Retain hard copy in the operating area for one (1) year after close of game (Red Ball); destroy hard copy once CD has been verified for quality and completeness; then retain on CD in the Ohio Lottery Records Center for five (5) years; then destroy
950-0572	1-06-23	Security Programs for Vendors and Contractors	This file reports security surveys of the physical facilities of vendors and contractors, setting forth the specification for the protection of products manufactured for the Lottery.	Retain in the operating area for one (1) year after end of contract.
950-0573	1-06-25	Security Director's Confidential File	File consists of security employees' records, validation of Ohio Lottery regulations and criminal statues	Retain hard copy in the operating area, at the discretion of the Security Director, until declared obsolete; then destroy
950-0574	1-06-26	Security Case Assignment: Numeric Cross-Reference File	Filed by case number, information contained is case title, date, investigator assigned, date case was received and status of investigation	Retain active and pending cases in hard copy in the operating area until case is closed; then retain closed cases in hard copy in operating area for one (1) year; then destroy
950-0577	1-06-29	Video Cassette Control and Storage File	A supply of numbered tapes used to record all On/Line drawings at the television studio and Control log of the same. Tapes are rotated for reuse at studio. Attached to each tape is the Draw Date Record Card, which lists draw date and winning numbers, drawn.	Store operating area (currently channel 5) for six months (180 days) from date of last drawing on Draw Date Record Card; then erase for reuse. Retain Draw Card, for the 6 month (180 day) validation period then destroy.
950-0578	1-06-30	On-Line Drawing Reports and Seal Log	Information is filed by drawing date compiled by Drawing Department Representative. Lists tumblers, ball sets	Retain hard copy in the operating area for one (1) year; then on CD for five (5) years in the Lottery

			used, number drawn, and note any problems encountered during studio drawings. Approved by State Auditor and Drawing team reps. Seal log notes the seal installed and removed on cage, ball containers and ball safe used for that respective drawing.	Records Center; then destroy
950-0699	1-06-33	Security System Card Access	File includes a printout of all doors accessed by key cards; the no routine (denied as well as abnormal) being delineated. These are kept on disk generally and the paper is discarded daily unless an investigation is being conducted	Retain back-up files in Lottery Records Center for five (5) years; then destroy
950-0790	1-06-35	Drawing Tapes	According to the Ohio Lottery Drawing Procedures, every drawing must be video taped. Three tapes: 1. Nightly Drawing; Pick-3, Pick-4, Rolling Cash 5, Lot 'O Play. 2. Cash Explosion; every Saturday 3. Kicker/mega digital tape.	Videotape will stay on file for one (1) year; then erased and recycled
GAR-RPM-07		Weekly Reports	Documents status of on-going projects and issues; advises supervisors of various events and issues.	Retain one (1) year and then destroy.
GAR-CM-02		Correspondence, General	Includes internal correspondence (letters, memos); also, correspondence from various individuals, companies, and organizations requesting information pertaining to agency and legal interpretations and other miscellaneous inquiries. This correspondence is informative (it does attempt to influence agency policy).	Retain six (6) months, then destroy.