

Schedule 102-1

REVENUE DEPARTMENT NEBRASKA LOTTERY

JUNE 14, 2000

Nebraska Records Management Division
3242 Salt Creek Circle
Lincoln, NE 68504
(402) 471-2559

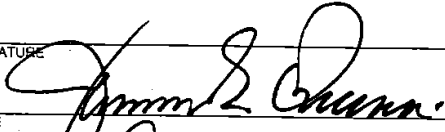
**REQUEST FOR APPROVAL OF RECORDS
RETENTION AND DISPOSITION SCHEDULE**

SCHEDULE NUMBER	102-1
AGENCY, BOARD OR COMMISSION	NEBRASKA LOTTERY
DIVISION, BUREAU OR OTHER UNIT	
Supersedes Edition of December 19, 1995	

**TO: STATE RECORDS ADMINISTRATOR
STATE OF NEBRASKA**

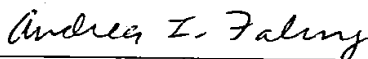
PART I – AGENCY STATEMENT

In accordance with Section 84-1212.01, R.R.S. 1943, approval of the attached records retention and disposition schedule by the State Records Administrator is hereby requested. Retention periods and dispositions have been recommended by this agency after a careful evaluation of all factors listed in Section 84-1212.01, R.R.S. 1943.

SIGNATURE *		
TITLE	DIRECTOR	DATE
		5-31-00

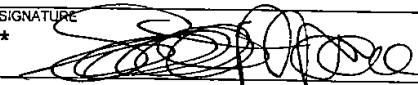
PART II – ARCHIVAL APPROVAL

The attached schedule has been analyzed, all archival and historical material has been properly identified, no disposition except by transfer to the State Archives has been recommended for such material, and this schedule is approved as submitted.

SIGNATURE *		DATE
	STATE ARCHIVIST	June 6, 2000

PART III – APPROVAL BY STATE RECORDS ADMINISTRATOR

The attached schedule has been reviewed in accordance with Section 84-1212.01, R.R.S. 1943, and is approved as submitted.

SIGNATURE *		
	ADMINISTRATOR	DATE
		6-14-00

INSTRUCTIONS FOR USING THIS SCHEDULE

Records retention and disposition schedules are designed to serve as your records management guideline for storing and disposing of agency records, **regardless of the media on which they reside**, including paper, microfilm, diskettes, optical disks, CDs, DVDs, servers, computer hard drives, etc. This schedule was written specifically for records unique to your office and the Local Agencies General Records Schedule #24 contains those records common to most local government agencies. This retention schedule, which is approved by the State Records Administrator, provides your only ongoing authority to dispose of records. Listed below are some basic procedures to follow when applying this schedule.

DISPOSING OF RECORDS

1. Check your schedules to see what the retention period is. Note: Your agency's unique schedule will take precedence over General Records Schedule #24 for any items which have differences in retention requirements.
2. Dispose of records that have met their retention periods. Unless there is pending or on going, legal action, records request, or audit.
3. For records requiring a review of, or transfer to the **NE State Historical Society (State Archives)**, your agency is required to contact the State Archives to negotiate the transfer. Additionally, **once the records are accessioned into their collection, they become the property of the State Archives**. The State Archives may remove selected records in accordance with standard archival practices to ensure efficient access, organization and enduring historical value (Nebr. Rev. Stat. §82-107). Please contact their office by calling (402) 471-4783.
4. Complete a Records Disposition Report for the records you dispose. The Records Disposition Report form is located on the Secretary of State Records Management website. https://appengine.egov.com/apps/ne/sos_records_disposition_report. This report establishes that the destruction was performed in your normal course of business.

NON-SCHEDULED RECORDS

Contact a Records Management Specialist in Records Management to see whether the records will fit under an item already on the schedule. If they do not, they must be retained until they are added to the next revision of your schedule.

SCHEDULE UPDATE

It is the responsibility of each agency to periodically update their schedule. A Records Management Specialist in Records Management can assist you with the schedule update, which may involve adding new records series and making revisions to existing items. Keeping your schedule current will ensure you have the ongoing authority to discard records when their useful life has ended.

QUESTIONS

If you have any questions about these procedures, please contact your agency Records Officer or the Records Management Specialist in Records Management. They will help you with any questions the schedule may present, including: transferring records to the State Records Center or microfilming records, scanning records, etc.

**Records Management Division
3242 Salt Creek Circle
Lincoln, NE 68504
402-471-2559**

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SCHEDULE 102-1- REVENUE DEPARTMENT-NEBRASKA LOTTERY

102-1-1 ACCOUNTING AND FINANCE RECORDS

102-1-1-1 1099 MISCELLANEOUS FORMS

Each Lottery Retailer that is not a corporation and has earned lottery ticket sales commissions exceeding \$600 for a calendar year will receive a Form 1099 Miscellaneous.

Dispose of after 6 years.

102-1-1-2 ACCOUNTS RECEIVABLE PENDING REPORT

Report of instant tickets that have been shipped but not yet billed.

Dispose of after 2 fiscal years, provided audit has been completed.¹

102-1-1-3 BALANCING REPORTS--INSTANT GAMES

Daily Instant Balancing Reports may include: A/R System Balancing Report, ICS System Balancing Report, A/R Balance Comparison Report, Validation A/R Summary Report, High-Tier Daily Validation Summary, Low-Tier Validation Summary Report, Warrant Extract Summary, Nebraska Warrant Inquiry Report (file with Claim Forms), Inventory RCAP Inquiry (for each game), and spreadsheet worksheets.

Dispose of 1 year following the end of the fiscal year to which the records pertain, provided audit has been completed.¹

DOCUMENTATION OF OUT-OF-BALANCE CONDITIONS: Dispose of after 2 years, provided audit has been completed.¹

102-1-1-4 BALANCING REPORTS--ON-LINE GAMES

Daily on-line balancing reports may include: ICS Daily Retailer Activity (total page only), Retailer Activity Daily Report (total pages only), ICS Transaction Status Summary Report, System Transaction Report, ICS Sales by Time Interval Report, Advance Sales Report (for each on-line game), ICS Advance Sales Report (for each on-line game), Retailer Invoice Report (total page only, Saturdays only), ICS Weekly Retailer Settlement Report (total page only, Saturdays only).

Dispose of 1 year following the end of the fiscal year to which the records pertain, provided audit has been completed.¹

DOCUMENTATION OF OUT-OF-BALANCE CONDITIONS: Dispose of after 2 years, provided audit has been completed.¹

102-1-1-5 CAPITALIZED ASSET RECORDS

Includes depreciation schedules and copies of disbursement documents, purchase invoices, and purchase orders for capitalized assets.

Retain permanently.

102-1-1-6 CASH PAYMENT FORMS

Form used to document receipt of payments on account by instant and on-line Retailers.

Dispose of after 2 fiscal years, provided audit has been completed.¹

102-1-1-7 CHART OF ACCOUNTS-LOTTERY

Listing of accounts.

Dispose of after 2 fiscal years, provided audit has been completed.¹

102-1-1-8 CLAIM FORMS

Form completed for claims of instant and on-line prizes from Lottery claim centers. Excludes claims for Powerball grand prize and \$100,000 prize (see Investigations Winning Ticket Verification Records, Item # 102-1-4-19).

Dispose of 2 fiscal years after payment, provided audit has been completed.¹

102-1-1-9 CREDIT/DEBIT MEMO REQUEST

Forms used to document credit and debit adjustments to instant and on-line Retailers' accounts.

Dispose of after 2 fiscal years, provided audit has been completed.¹

102-1-1-10 DISBURSEMENT DOCUMENT

Form initiates payment to vendor for goods and services, employees for reimbursement of expenses, to refund revenue other than to state agencies and other situations where a warrant needs to be issued.

Dispose of after 2 fiscal years, provided audit has been completed.¹ See Retention Schedule Item # 124-1-84.

102-1-1-11 EFT REPORT--INSTANT AND ON-LINE

Weekly reports containing account number and amount to be swept for each Retailer.

Dispose of after 2 fiscal years, provided audit has been completed.¹

102-1-1-12 EXPENSE REIMBURSEMENT DOCUMENT

Form used to initiate payment to an employee, contractor, or other individual for reimbursable expenses.

Dispose of after 2 years concurrently with applicable NAS document, provided audit has been completed.¹ See Retention Schedule Item # 124-1-304.

102-1-1-13 FINANCIAL STATEMENTS--ANNUAL

Annual report of financial condition including supporting documentation.

Retain permanently.

102-1-1-14 FINANCIAL STATEMENT--MONTHLY

Monthly report of financial condition including supporting documentation.

Dispose of after 2 fiscal years, provided audit has been completed.¹

102-1-1-15 GENERAL DOCUMENT

Form is used to create or liquidate encumbrances, cancel warrants, record receipts, correct entries, and record interfund transactions.

Dispose of after 2 fiscal years, provided audit has been completed.¹ See Retention Schedule Item # 124-1-96.

102-1-1-16 HOTLINE CALL SHEETS--INSTANT GAMES

Documentation of telephone calls received by the Instant Game Vendor's operators.

Dispose of when no longer of reference value.

102-1-1-17 INTRASTATE TRANSACTION DOCUMENT

Form records the revenues and expenditures associated with goods and/or services provided by one state agency to another state agency or department.

Dispose of after 2 fiscal years, provided audit has been completed.¹ See Retention Schedule Item #124-1-105.

102-1-1-18 INVOICES

Dispose of concurrently with applicable NAS document. See Retention Schedule Item #124-1-34.

102-1-1-19 MAIL-IN CLAIMS LOG

Record of receipt and disposition of mail sent to the Lottery prize claims post office box. Dispose of after 2 fiscal years, provided audit has been completed.¹

102-1-1-21 MULTI-STATE LOTTERY ASSOCIATION (MUSL) DAILY HANDLE GRAPH AND REPORT

Weekly comparison graph and report of Powerball sales for each MUSL member lottery. Dispose of after 2 fiscal years, provided audit has been completed.¹

102-1-1-22 MULTI-STATE LOTTERY ASSOCIATION (MUSL) PRIZE PAYOUT ANALYSIS

Prize payout analysis for each Powerball draw. Dispose of after 2 fiscal years, provided audit has been completed.¹

102-1-1-20 MULTI-STATE LOTTERY DRAW REPORTS

May include Winners Report, Daily Handle Report, Winners Schedule, Analysis of MUSL accounts, Amounts Receivable Report, Analysis of Prize Reserve, Analysis of Unreserved Account, and Analysis of Set Prize Reserve.

Dispose of after 2 fiscal years, provided audit has been completed.¹

102-1-1-23 PACKING SLIPS

Forms received with merchandise showing quantity shipped and data on back ordered items.

Dispose of concurrently with applicable NAS document, provided audit has been completed.¹ See Retention Schedule Item #124-1-196.

102-1-1-24 PREMIUM INVENTORY RECORDS

Record of request, authorization, and use of premium items. Includes Premium Request/Authorization Form and Monthly Inventory Reports.

Dispose of after 2 fiscal years, provided year-end physical inventory and audit have been completed.¹

102-1-1-25 PURCHASE ORDERS--LOTTERY

Form used to place an order with a vendor for the purchase of supplies and/or materials.

Dispose of after 2 fiscal years, provided audit has been completed.¹ See Retention Schedule Item # 124-1-41.

102-1-1-26 PURCHASE REQUISITIONS--LOTTERY

Record of request for the purchase of goods.

Dispose of after 2 years concurrently with applicable NAS document, provided audit has been completed.¹ See Retention Schedule Item #124-1-48.

102-1-1-27 RETURNED ITEM FORMS

Forms used to record adjustments to instant and on-line Retailers' accounts for returned EFT items.

Dispose of after 2 fiscal years, provided audit has been completed.¹

102-1-1-28 SALES AND INVENTORY REPORTS--WEEKLY

Dispose of after 2 fiscal years, provided audit has been completed.¹

102-1-1-29 SPECIAL HANDLING LOG

Record of handling of tickets requiring a delay in prize payment processing.

Dispose of after 2 fiscal years, provided resolution of items and audit have been completed.¹

102-1-1-30 W-2G FORMS

Winners of a prize(s) over \$600 will be mailed a W-2G.

Dispose of after 6 years.

102-1-1-31 WARRANT LOG

Record of warrant issuance.

Dispose of after 2 fiscal years, provided audit has been completed.¹

102-1-1-32 WARRANT STOCK MONTHLY RECONCILIATION

Record of monthly reconciliation of warrant stock use.

Dispose of after 2 fiscal years, provided audit has been completed.¹

102-1-2 ADMINISTRATIVE RECORDS

102-1-2-1 ADMINISTRATIVE FILES

Files contain various types of correspondence, affiliated organization information and documents with Contractors of the Nebraska Lottery.

Dispose of 3 years after completion, fulfillment, or voiding of contract, provided audit has been completed.¹

102-1-2-2 BIDS AND PROPOSALS

ACCEPTED: Dispose of 3 years after fulfillment or voiding of contract, provided audit has been completed.¹

REJECTED: Dispose of after 4 years, provided audit has been completed.¹

See Retention Schedule Item #124-1-144.

102-1-2-3 CONTRACTS AND LEASES

Contracts, leases and agreements include general obligation, land lease, utilities and construction except for buildings. Documents include specifications, affidavits of publication of calls for bids, contracts, purchase orders, inspection reports and correspondence. May include performance bonds.

ACCEPTED: Dispose of 3 years after completion, fulfillment, or voiding of contract, provided audit has been completed.¹

REJECTED: Dispose of after 2 years, provided audit has been completed.¹

See Retention Schedule Item #124-1-143.

102-1-2-4 CORRESPONDENCE--GENERAL

Routine correspondence, general inquiries, and other correspondence of a nonspecific nature.

Dispose of after 2 years. See Retention Schedule Item #124-1-146.

102-1-2-5 LEAVE REQUESTS

Dispose of after 2 years, provided audit has been completed.¹

102-1-2-6 LEGISLATION

Drafts of proposed legislative bills and related correspondence.

INTRODUCED LEGISLATION: Dispose of after final disposition of legislation.

UNINTRODUCED Legislation: Dispose of when no longer needed as the basis for future legislative work.

See Retention Schedule Item # 124-1-173.

102-1-2-7 MEMOS

Dispose of when no longer of reference value. See Retention Schedule Item #124-1-165.

102-1-2-8 NEWS CLIPPINGS

Dispose of after 1 year.

102-1-2-9 NEWS OR PRESS RELEASES

Dispose of after 1 year. See Retention Schedule Item #124-1-169.

102-1-2-10 POLICY AND PROCEDURES MANUAL--LOTTERY

MANUAL: Transfer to the State Archives when superseded or no longer applicable; retain permanently. See Retention Schedule Item # 124-1-172.

INDIVIDUAL POLICIES AND PROCEDURES: Dispose of when superseded, provided audit has been completed.¹

102-1-2-11 RETAILER FILES--ACTIVE AND WITHDRAWN

Files containing applications, legally binding contracts, telephone logs, electronic funds transfer information, full accounting history, as well as other pertinent information.

Dispose of 3 years after completion, fulfillment, or voiding of contract, provided audit has been completed.¹

102-1-2-12 RULES AND REGULATIONS

Dispose of after superseded or obsolete, provided audit has been completed.¹

See Retention Schedule #124-1-182.

102-1-2-13 STAFFING CHART

Dispose of after superseded.

102-1-2-14 TIME SHEETS

Dispose of after 3 years, provided audit has been completed.¹ See Retention Schedule Item #124-1-227.

102-1-3 AUDIT RECORDS

102-1-3-1 ACCEPTANCE TESTING DOCUMENTS

Dispose of when no longer of reference value.

102-1-3-2 GAME FILES--AUDIT

For each instant game, a file may contain the following: Printing Security Checklist, Investigation's Ticket Testing Results, Investigation's GLEPS Count Sheets, GLEPS Packs, Physical Inventory Program, Bill of Lading, Shipment Summary Report, Omission Listing, Shipping Control Manifest, Short Box Listing, External Ticket Testing Summary Report, Executed Working Papers (copy), Game Rules and Regulations (copy), External Game Audit Report, Destruction Documentation, Inventory RCAP Inquiry-Close of Instant Game, and Parameter Program.

Dispose of 2 years after closing of game.

102-1-3-3 GRAND PRIZE DRAWING FILES

Includes Drawing Guidelines and Programs for the Drawing Manager, Investigator, Citizen Witness, and Independent Certified Public Accountant. Also includes Witness Certifications, Independent Certified Public Accountant Report, Prize Winners Forms, Alternate Winners Forms, Preliminary Drawing Certification, and Final Drawing Certification.

Dispose of after 2 fiscal years, provided audit has been completed.¹

102-1-3-10 INSTANT GAME TAPES AND CDs

Instant Game tapes and CDs after an instant game is closed.

Return to instant game contractor 2 years after game is closed.

102-1-3-4 INSTANT TICKETS

Instant tickets remaining in inventory after an instant game has closed.

Dispose of after physical inventory, which will be coordinated by the Lottery Systems Auditor.

102-1-3-5 INTERNAL AUDIT FILES

Dispose of after 2 fiscal years.

102-1-3-6 INVENTORY RCAP INQUIRY--CLOSE OF INSTANT GAME (OBSOLETE)

Documentation of physical inventory of instant tickets for games that have been closed.

Dispose of after 2 fiscal years, provided audit has been completed.¹

102-1-3-7 INVENTORY RCAP INQUIRY--MONTHLY PHYSICAL INVENTORY

Documentation of monthly physical inventory of instant tickets performed by the instant ticket Contractor.

Dispose of after 2 fiscal years.

102-1-3-8 INVENTORY RCAP INQUIRY--YEAR-END PHYSICAL INVENTORY

Documentation of year-end physical inventory of instant tickets.

Dispose of after 2 fiscal years, provided audit has been completed.¹

102-1-4 INVESTIGATION RECORDS

102-1-4-1 ALARM REPORTS--WAREHOUSE

Documentation of the warehouse alarm arm and disarm activity.

Dispose of after 2 years.

102-1-4-2 EXCEPTION PRINTOUTS

Monitoring of Retailer instant game terminal activity.

Dispose of immediately, provided exceptions have been resolved.

102-1-4-12 INSTANT GAME CD-ROM

For each instant game, one CD-ROM is utilized to input the game parameters into the computer system. The CD-ROM is retained by the Investigations Division of the Department of Revenue.

Dispose (recycle) 1 year after closing of game.

102-1-4-3 INTERNAL CONTROL SYSTEM (ICS) STORAGE REPORT

Documentation of the ICS tape transfer from Lottery to off-site storage.

Dispose of after 2 years.

102-1-4-5 INVESTIGATION REPORTS--BACKGROUND

Confidential information obtained as a result of an investigation.

Retain permanently.

102-1-4-4 INVESTIGATION REPORTS--CASE FILE

Confidential information obtained as a result of an investigation.

Retain permanently.

102-1-4-6 KEY CONTROL CARDS AND RECORDS

Documentation of key possession.

Dispose of after key returned to key box.

102-1-4-7 ON-LINE TICKET STOCK RECORDS

Records include Beginning Physical Inventory Programs, Manifest, Box Cards, and Return Forms.

MANIFEST: Dispose of 2 years after issuance of ticket stock.

ALL OTHER RECORDS: Dispose of after 2 years.

102-1-4-8 PASS NUMBER VIOLATION LOG

Documentation of excessive sign-on attempts by on-line Retailers.

Dispose of after 2 years, provided violations have been resolved.

102-1-4-9 SECURITY REPORTS--WAREHOUSE

Daily documentation of warehouse security system activity.

Dispose of after 2 years.

102-1-4-10 SIGN-IN LOGS--WAREHOUSE

Documentation of warehouse access activity.

Dispose of after 2 years.

102-1-4-11 TAPES-ACCESS CONTROL BACKUP OF WAREHOUSE SECURITY SYSTEM

A backup tape of the warehouse security system is created monthly.

Dispose (recycle) after 12 months.

102-1-4-13 TRANSACTION FILE REPORT (TMIR)-TERMINAL 600

Documentation of the activity of the on-line terminal located at the warehouse.

Dispose of after 2 years.

102-1-4-14 VIDEO TAPES--LOTTERY SECURITY

Eight video tapes are created daily.

Dispose (recycle) after 90 days.

102-1-4-15 VIDEO TAPES--NEBRASKA PICK 5 DRAWING

One video tape may contain more than one Nebraska Pick 5 draw.

TAPES NOT CONTAINING A DRAW WITH A \$50,000 WINNER(S): Dispose (recycle) after 1 year.

TAPES CONTAINING A DRAW WITH A \$50,000 WINNER(S): Dispose (recycle) 2 fiscal years after the prize payment.

102-1-4-16 VIDEO TAPES--WAREHOUSE SECURITY

One videotape is created daily.

Dispose (recycle) after 180 days.

102-1-4-17 WARRANT/SIGNATURE CARDS ACTIVITY LOG

Documentation of storage, use, and maintenance of warrant and signature cards.

Dispose of after 2 years.

102-1-4-18 WARRANT AND SIGNATURE CARDS RECEIPT

Documentation of assignment of warrant and signature cards.

Dispose of after superseded.

102-1-4-19 WINNING TICKET VERIFICATION RECORDS--ON-LINE

Includes log tapes seized for draw days in which there was a Powerball Grand Prize or \$100,000 winner in Nebraska and Nebraska Pick 5 \$50,000 winners. Also includes samples of on-line ticket stock, on-line sign-on receipts, claim forms, winning tickets, Transaction File Reports (TMIRs), and videotapes of Nebraska Pick 5 drawings.

Dispose (recycle) 2 fiscal years after the final prize payment.

102-1-5 MARKETING RECORDS

102-1-5-1 GAME FILES--MARKETING

For each instant game, a file may contain the following: executed working papers, post executed changes, trademark search document, game rules and regulations, color composites (artboard), black and white stats, Retailer "new game" sheets, sample of void tickets, end of game report.

Dispose of 2 years after closing of game.

102-1-5-2 PLAYER'S NEWSLETTER

ORIGINAL ART WORK: Dispose of when no longer of reference value, subject to review by the State Archivist before disposal.

ALL OTHER RECORDS: Dispose of when no longer of reference value.

102-1-5-3 POINT OF SALE ITEMS

Samples of support materials developed for each game and/or promotion.

Dispose of when no longer of reference value.

102-1-5-4 REPORTS--RESEARCH

Dispose of when no longer of reference value.

102-1-5-5 RETAILER NEWS

ORIGINAL ART WORK: Dispose of when no longer of reference value, subject to review by the State Archivist before disposal.

ALL OTHER RECORDS: Dispose of when no longer of reference value.

102-1-6 SYSTEMS RECORDS

102-1-6-2 CONSOLE LOG (Instant Only)

Daily record of instant game system messages.

Dispose of after two weeks, provided log has been reviewed and any questions resolved; shred “firstin” at beginning of 3rd week.

102-1-6-3 DRAW REPORTS

Draw reports include, but are not limited to, the following for each game for each draw: Auditor Control and Reporting Form (excluding Powerball), Multi-State Lottery Association (MUSL) Password Fax (Powerball only), Lotto Vision Snapshot, CLOSE Vision Snapshot, ICS Draw Sales Summary, MUSL Notification of Winning Numbers Fax (Powerball only), Pre-Draw Tests Report (excluding Powerball), Official Winning Numbers Report (excluding Powerball), QSHAR Report, ICS Winners Report, Winning Matches Report (excluding Powerball), Terminal Winner Information, Terminal Winning Numbers, ICS Winning Numbers, MUSL Number of Winners Fax (Powerball only) and Seized Property Report (only in the event of Powerball Grand Prize, Powerball \$100,000 or Nebraska Pick 5 \$50,000 winners).

Dispose of after 2 fiscal years.

102-1-6-4 FILE COMPARISON REPORTS

Record of on-line and instant system changes.

Dispose of after 2 fiscal years.

102-1-6-5 INTERNAL CONTROL SYSTEM (ICS) TAPES

Daily tapes include, but are not limited to, the following on-line ICS reports: Log Tape Edit Report, Transaction Status Summary Report, Daily Retailer Activity Report, Retailer Activity Summary Page, Sales by Time Interval Report, Retailer Changes Report, Carryover Sales Report, Cashed/Claimed Tickets Report, Cashed/Claimed Tickets Summary Report, Uncashed Tickets Report, Uncashed Tickets Summary Report, Retailer Adjustments Report, Reset Files Report, Copy Blocks to Disk Report, Advanced Sales Report, and Sales Files Consistency Report.

In addition to the reports identified above, draw day tapes include, but are not limited to, the following on-line ICS reports: Winning Numbers Report (for each on-line game), Detailed Weekly Retailer Settlement Report, Summary Weekly Retailer Settlement Report, Game Summary Report (for each on-line game), Draw Sales Summary Report (for each on-line game), Winners Report (for each on-line game), Weekly Retailer Adjustments, EFT File Creation, and Prenotification File Created.

The ICS tapes also contain a TMFDMP file from which the on-line Contractor may reprocess Transaction Inquiry Reports (TMIRs) and comparable reports for each ICS report identified above.

Dispose (recycle) after 2 fiscal years, provided audit has been completed.¹

102-1-6-6 NETWORK BACK-UP TAPES

Monthly back up tapes of Lottery computer network.

ONE FULL WEEK OF TAPES: Retain in Systems Room.

WEEKLY TAPE: Store in bank; dispose of (rotate and recycle) after 1 week.

MONTHLY TAPE: Store in bank; dispose of (recycle) after 1 year.

YEARLY TAPE: Store in bank; retain permanently.

102-1-6-7 PERSONAL COMPUTER BACK-UP TAPES

Monthly back up tapes of personal computers.

Dispose (recycle) after 2 months, provided a backup of the current month was performed.

102-1-6-8 STRATUS BACK-UP TAPES

Monthly back up of Stratus which is the instant games computer system.

Dispose (recycle) after 2 months, provided a backup of the current month was performed.

102-1-6-9 TAPE EXCHANGE LOG--SOCIAL SERVICES AND REVENUE OFFSET TAPES

Documentation of tape receipt from Social Services and Revenue and transfer to the Instant Game Contractor.

Dispose of after 2 years.

102-2 DELETED RECORDS

102-1-3-9 EMPLOYEE REPORTS

102-1-6-1 BINDVIEW REPORTS