



DEPARTMENT OF PERSONNEL & ADMINISTRATION  
STATE ARCHIVES AND PUBLIC RECORDS  
RECORDS DISPOSITION SCHEDULE

ARCHIVES NO.  
05-89

DEPARTMENT REVENUE		DIVISION COLORADO LOTTERY	SECTION COLORADO LOTTERY	PERMANENT x	NON-PERMANENT x
ITEM NO.	DESCRIPTION	RETENTION PERIOD		SPECIAL INSTRUCTIONS	
1	Validation Problem Records	7 Years + Current		Note: No record shall be destroyed that pertains to any pending legal case, claim, action, or audit.	
2	Employee Background Files	Until employee leaves + 4 years			
3	Employee Background Files	Until employee leaves + 4 years			
4	Vendor Background Files	Until vendor relationship expires or is terminated + 4 years			
5	Vendor Background Files	Until vendor relationship expires or is terminated + 4 years			
6	On-Line Credits	1 year + current			
7	Scratch Game Files	Permanent retain for 10 years transfer to State Archives			
8	Scratch Game Files	Permanent retain for 10 years Transfer to State Archives			
9	Keno Game Files	Retain 6 years after claim is paid			
10	Cash 5 Game Files	Retain 6 years after claim is paid			
11	Cash 5 Game Files	Retain 6 years after claim is paid			
12	Lotto Game Files	Retain 6 years after claim is paid			
13	Lotto Game Files	Retain 6 years after claim is paid			
14	Powerball Game Files	Retain 6 years after claim is paid			
15	Case Files	Retain 10 years after case is closed			
16	Case Files	Retain 10 years after case is closed			

I request approval of the above records disposition schedule. Retention periods have been established by this agency after careful evaluation of all of the factors listed in the State Records Management Policies and Procedures Manual. I hereby certify that I am authorized to act for the head of this agency in matters pertaining to disposal of records. I also certify that I will comply with all conditions listed on page 4-10 of the Records Management Policies and Procedures Manual..

State Archivist's Signature <i>Terry Kitzelsen</i>	Date <i>10/1/2004</i>	Records Liaison Officer's Signature <i>Julio Reybal</i>	Date <i>9-17-04</i>
Attorney General's Signature <i>John W. Suthers by mm</i>	Date <i>4/21/05</i>	State Auditor's Signature <i>Sally Gonzalez</i>	Date <i>10/8/04</i>



DEPARTMENT OF PERSONNEL & ADMINISTRATION  
STATE ARCHIVES AND PUBLIC RECORDS  
RECORDS DISPOSITION SCHEDULE

ARCHIVES NO.  
05-89

DEPARTMENT REVENUE		DIVISION COLORADO LOTTERY		SECTION COLORADO LOTTERY		PERMANENT	x
						NON-PERMANENT	x
ITEM NO.	DESCRIPTION	RETENTION PERIOD		SPECIAL INSTRUCTIONS			
17	Case Files	Retain 10 years after case is closed		Note: No record shall be destroyed that pertains to any pending legal case, claim, action, or audit.			
18	Case Files	Retain 10 years after case is closed					
19	Perfecto Game Files	Retain 6 years after claim is paid					
20	Lotto Draw Envelopes	Permanent					
21	Compare Logs	3 years + Current					
22	Compare Logs	3 years + Current					
23	GTECH Error Logs	3 years + Current					
24	GTECH Error Logs	3 years + Current					
25	NCIC Renewals	5 years + Current					
26	NCIC Renewals	5 years + Current					
27	Game Books	Permanent retain for 10 years transfer to State Archives					
28	Gratuity Forms/Logs	10 years + Current					
29	Reconstruction Request	10 years + Current					
30	Retailer Compliance Reports	Retain until obsolete, superseded or administrative value is lost					
31	Retailer/Special Event Files	3 Years + Current					
32	Voided Warrants; Deposit Receipts	5 Years + Current					

I request approval of the above records disposition schedule. Retention periods have been established by this agency after careful evaluation of all of the factors listed in the State Records Management Policies and Procedures Manual. I hereby certify that I am authorized to act for the head of this agency in matters pertaining to disposal of records. I also certify that I will comply with all conditions listed on page 4-10 of the Records Management Policies and Procedures Manual..

State Archivist's Signature <i>Jerry Kitzler</i>	Date 10/1/2004	Records Liaison Officer's Signature <i>Julie Raybal</i>	Date 9-17-04
Attorney General's Signature <i>John W. Suthers by mmm</i>	Date 4/21/05	State Auditor's Signature <i>Dolly Sorenson</i>	Date 10/8/04



DEPARTMENT OF PERSONNEL & ADMINISTRATION  
 STATE ARCHIVES AND PUBLIC RECORDS  
 RECORDS DISPOSITION SCHEDULE

ARCHIVES NO.  
 05-89

DEPARTMENT REVENUE	DIVISION COLORADO LOTTERY	SECTION COLORADO LOTTERY	PERMANENT	x
			NON-PERMANENT	x

ITEM NO.	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS
33	Payment Vouchers	5 Years + Current	Note: No record shall be destroyed that pertains to any pending legal case, claim, action, or audit.
34	Annuity Contracts/Assignments	7 Years + Current	
35	Budgets, Mgmt Rpts, JBC Files	3 Years + Current	
36	Daily Bal Rpts, Ret Tkts, OTC Rec's	3 Years + Current	
37	Cash Receipt Logs, Sales Balancing	3 Years + Current	
38	Rules, Binders, References, Tapes	Retain until obsolete, superseded or administrative value is lost.	
39	Sales Bal, Subs Doc, Bank Stmts	5 Years + Current	
40	1099's, COFRS, O/Ldraws, DB/CR's	4 Years + Current	
41	Procurements, Annuities, Contract	6 Years following expiration or termination	
42	RFP's, R&D Projects	Retain until obsolete, superseded or administrative value is lost.	
43	Bonuses, COFRS Reconciliations	3 Years + Current	
44	Fixed Assets, Depreciations, Audits	3 Years + Current	
45	Scratch Files, Financial Stmts	3 Years + Current	
46	Insurance Files, Phone Billings	5 Years + Current	
47	Personnel Files, Payroll Records (Copy)	Retain until employee leaves + 1 year	
48	Lottery Procurements	5 Years + Current	
49	Budget Materials	3 Years + Current	

I request approval of the above records disposition schedule. Retention periods have been established by this agency after careful evaluation of all of the factors listed in the State Records Management Policies and Procedures Manual. I hereby certify that I am authorized to act for the head of this agency in matters pertaining to disposal of records. I also certify that I will comply with all conditions listed on page 4-10 of the Records Management Policies and Procedures Manual.

State Archivist's Signature <i>Jerry Kitzelsen</i>	Date 10/1/2004	Records Liaison Officer's Signature <i>Julie Raybal</i>	Date 9-17-04
Attorney General's Signature <i>John W. Suthers by mm</i>	Date 4/21/05	State Auditor's Signature <i>Judy Lynne</i>	Date 10/8/04



DEPARTMENT OF PERSONNEL & ADMINISTRATION  
 STATE ARCHIVES AND PUBLIC RECORDS  
 RECORDS DISPOSITION SCHEDULE

ARCHIVES NO.  
 05-89

DEPARTMENT REVENUE		DIVISION COLORADO LOTTERY		SECTION COLORADO LOTTERY		PERMANENT	x
						NON-PERMANENT	x
ITEM NO.	DESCRIPTION	RETENTION PERIOD		SPECIAL INSTRUCTIONS			
50	GM Files, Mngt Rpts, Audits, Stmts	5 Years + Current		Note: No record shall be destroyed that pertains to any pending legal case, claim, action, or audit.			
51	Payroll Record (Copy)	5 Years + Current					
52	Payment Vouchers	5 Years + Current					
53	Vouchers: JV's, IT's, AV's	5 Years + Current					
54	Timekeeping, Imprest Checks	7 Years + Current					
55	Retailer/Specfiles, Void Chks, Receipt	3 Years + Current					
56	Daily Balancing Reports	3 Years + Current					
57	Return Ticket/OTC Reconciliations	3 Years + Current					
58	Cash Receipt Logs	3 Years + Current					
59	1099 Information	4 Years + Current					
60	Bank Stmts/Reconciliations	5 Years + Current					
61	COFRS Reconciliations	3 Years + Current					
62	Debit/Credit Memos	3 Years + Current					
63	Online Draw Files	5 Years + Current					
64	Subscription Documentation	5 Years + Current					
65	CMAC Project	4 Years after disposition of equipment					
66	Test Scripts	Retain until obsolete, superseded or administrative value is lost					

I request approval of the above records disposition schedule. Retention periods have been established by this agency after careful evaluation of all of the factors listed in the State Records Management Policies and Procedures Manual. I hereby certify that I am authorized to act for the head of this agency in matters pertaining to disposal of records. I also certify that I will comply with all conditions listed on page 4-10 of the Records Management Policies and Procedures Manual.

State Archivist's Signature <i>Jerry Litzelsen</i>	Date <i>10/1/2004</i>	Records Liaison Officer's Signature <i>Julie Raybal</i>	Date <i>9-17-04</i>
Attorney General's Signature <i>John W. Suthers by mmr</i>	Date <i>4/21/05</i>	State Auditor's Signature <i>Jully Lynne</i>	Date <i>10/8/04</i>



DEPARTMENT OF PERSONNEL & ADMINISTRATION  
 STATE ARCHIVES AND PUBLIC RECORDS  
 RECORDS DISPOSITION SCHEDULE

ARCHIVES NO.  
 05-89

DEPARTMENT REVENUE	DIVISION COLORADO LOTTERY	SECTION COLORADO LOTTERY	PERMANENT x
			NON-PERMANENT x

ITEM NO.	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS
67	Specifications	Retain until obsolete, superseded or administrative value is lost	Note: No record shall be destroyed that pertains to any pending legal case, claim, action, or audit.
68	Grant Thornton SAS 70 Audit	Permanent	
69	Multi-State Lottery	Retain until obsolete, superseded or administrative value is lost	
70	C-MOS FILE	Retain until obsolete, superseded or administrative value is lost	
71	Unified Messaging	Retain until obsolete, superseded or administrative value is lost	
72	IV & V FILE	Retain until obsolete, superseded or administrative value is lost	
73	Y2K FILES	Retain until obsolete, superseded or administrative value is lost	
74	MUSL FILE	Retain until obsolete, superseded or administrative value is lost	
75	Performance Audit	Retain until obsolete, superseded or administrative value is lost	
76	On-line Contract	6 years following expiration or termination	
77	GTECH 2003 RFP Response	Retain until obsolete, superseded or administrative value is lost	
78	SGI 2003 RFP Response	Retain until obsolete, superseded or administrative value is lost	
79	DOR Technology Assessment	3 years + Current	

I request approval of the above records disposition schedule. Retention periods have been established by this agency after careful evaluation of all of the factors listed in the State Records Management Policies and Procedures Manual. I hereby certify that I am authorized to act for the head of this agency in matters pertaining to disposal of records. I also certify that I will comply with all conditions listed on page 4-10 of the Records Management Policies and Procedures Manual..

State Archivist's Signature <i>Perry Letelsen</i>	Date <i>10/1/2004</i>	Records Liaison Office's Signature <i>Julie Reybal</i>	Date <i>9-17-04</i>
Attorney General's Signature <i>John W. Suthers by mm</i>	Date <i>4/21/05</i>	State Auditor's Signature <i>Deilly Symonish</i>	Date <i>10/8/04</i>



DEPARTMENT OF PERSONNEL & ADMINISTRATION  
STATE ARCHIVES AND PUBLIC RECORDS  
RECORDS DISPOSITION SCHEDULE

ARCHIVES NO.  
05-89

DEPARTMENT REVENUE		DIVISION COLORADO LOTTERY		SECTION COLORADO LOTTERY		PERMANENT	x
						NON-PERMANENT	x
ITEM NO.	DESCRIPTION	RETENTION PERIOD		SPECIAL INSTRUCTIONS			
80	Revenue Estimates	Retain until obsolete, superseded or administrative value is lost		Note: No record shall be destroyed that pertains to any pending legal case, claim, action, or audit.			
81	Projected new game and existing game stats	Permanent retain for 10 years transfer to State Archives					
82	On-Line Drawing Analysis	Retain until obsolete, superseded or administrative value is lost					
83	GTECH Correspondence	Retain until obsolete, superseded or administrative value is lost					
84	Invoices	1 Year + Current					
85	Statistics Contract Management	6 Years following expiration or termination					
86	Winner Claim Files	6 Years + Current					
87	Lotto Subscription	6 Years + Current					
88	Mailroom Logs	4 years after disposition of equipment					
89	Retailer Licensing Files	6 Years + Current					
90	Validation Problem Records	2 Years + Current					
91	Daily Cash Reconciliation	5 Years + Current					
92	Daily Work Sheet	5 Years + Current					
93	Mailroom Maintenance Agreements	2 years following expiration or termination					
94	Receipt Logs; Certified & Sprint	2 Years + Current					

I request approval of the above records disposition schedule. Retention periods have been established by this agency after careful evaluation of all of the factors listed in the State Records Management Policies and Procedures Manual. I hereby certify that I am authorized to act for the head of this agency in matters pertaining to disposal of records. I also certify that I will comply with all conditions listed on page 4-10 of the Records Management Policies and Procedures Manual.

State Archivist's Signature <i>Terry Kettelren</i>	Date <i>10/1/2004</i>	Records Liaison Officer's Signature <i>Julie Raybal</i>	Date <i>9-17-04</i>
Attorney General's Signature <i>John W. Suthers by mm</i>	Date <i>4/21/05</i>	State Auditor's Signature <i>Sally Symanski</i>	Date <i>10/8/04</i>



DEPARTMENT OF PERSONNEL & ADMINISTRATION  
 STATE ARCHIVES AND PUBLIC RECORDS  
 RECORDS DISPOSITION SCHEDULE

ARCHIVES NO.  
 05-89

DEPARTMENT REVENUE		DIVISION COLORADO LOTTERY	SECTION COLORADO LOTTERY	PERMANENT x	NON-PERMANENT x
ITEM NO.	DESCRIPTION	RETENTION PERIOD		SPECIAL INSTRUCTIONS	
95	General Correspondence	1 Year + Current		Note: No record shall be destroyed that pertains to any pending legal case, claim, action, or audit.	
96	Trademark Request & Renewals	Retain until obsolete, superseded or administrative value is lost			
97	Scratch Games	Permanent retain for 10 years transfer to State Archives			
98	Rules	Permanent retain for 10 years transfer to State Archives			
99	Sales Sheets & Scratch	Retain until obsolete, superseded or administrative value is lost			
100	Awards Applications /PRSA/NASPL/Misc	Retain until obsolete, superseded or administrative value is lost			
101	Conservation Trust Fund Books	Retain until obsolete, superseded or administrative value is lost			
102	Community Leader Newsletter	Retain until obsolete, superseded or administrative value is lost			
103	Crisis Plan	Retain until obsolete, superseded or administrative value is lost			
104	Employee Newsletters	Retain until obsolete, superseded or administrative value is lost			
105	Marketing Communications Photos	Retain until obsolete, superseded or administrative value is lost			
106	Marketing Communications Video	Retain until obsolete, superseded or administrative value is lost			
107	News Releases	5 Years + Current			

I request approval of the above records disposition schedule. Retention periods have been established by this agency after careful evaluation of all of the factors listed in the State Records Management Policies and Procedures Manual. I hereby certify that I am authorized to act for the head of this agency in matters pertaining to disposal of records. I also certify that I will comply with all conditions listed on page 4-10 of the Records Management Policies and Procedures Manual..

State Archivist's Signature <i>Perry Hittelsen</i>	Date <i>10/1/2004</i>	Records Liaison Officer's Signature <i>Julie Raybal</i>	Date <i>9-17-04</i>
Attorney General's Signature <i>John W. Suthers by mm</i>	Date <i>4/21/05</i>	State Auditor's Signature <i>Dulley Symant</i>	Date <i>10/8/04</i>



DEPARTMENT OF PERSONNEL & ADMINISTRATION  
 STATE ARCHIVES AND PUBLIC RECORDS  
 RECORDS DISPOSITION SCHEDULE

ARCHIVES NO.  
 05-89

DEPARTMENT REVENUE	DIVISION COLORADO LOTTERY	SECTION COLORADO LOTTERY	PERMANENT x	NON-PERMANENT x
ITEM NO.	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS	
108	Promotion/Event Plans	5 Years + Current	Note: No record shall be destroyed that pertains to any pending legal case, claim, action, or audit.	
109	PR Contracts and Agreements	6 years following expiration or termination		
110	Starburst Award Applications	Retain until obsolete, superseded or administrative value is lost		
111	Public Relations Billing	6 Years + Current		
112	Public Relations Project Summaries	6 Years + Current		
113	Employee Personnel Files	Retain until employee leaves + 1 year		
114	Sales Memos	5 Years + Current		
115	Incentive Plans	5 Years + Current		
116	Incentives Achievements	5 Years + Current		
117	Sales Policy & Lottery Policies	Retain until obsolete, superseded or administrative value is lost		
118	On-line and Scratch Terminal Exceptions	5 Years + Current		
119	IMSC and Marketing Plan	5 Years + Current		
120	Accounting Policies	Retain until obsolete, superseded or administrative value is lost		
121	Research Findings	Retain until obsolete, superseded or administrative value is lost		
122	District Specs Project	Retain until obsolete, superseded or administrative value is lost		

I request approval of the above records disposition schedule. Retention periods have been established by this agency after careful evaluation of all of the factors listed in the State Records Management Policies and Procedures Manual. I hereby certify that I am authorized to act for the head of this agency in matters pertaining to disposal of records. I also certify that I will comply with all conditions listed on page 4-10 of the Records Management Policies and Procedures Manual..

State Archivist's Signature <i>Terry Petersen</i>	Date <i>10/1/2004</i>	Records Liaison Officer's Signature <i>Julie Graybal</i>	Date <i>9-17-04</i>
Attorney General's Signature <i>John W. Suthers by mm</i>	Date <i>11/21/05</i>	State Auditor's Signature <i>Sally Symanski</i>	Date <i>10/8/04</i>



DEPARTMENT OF PERSONNEL & ADMINISTRATION  
 STATE ARCHIVES AND PUBLIC RECORDS  
 RECORDS DISPOSITION SCHEDULE

ARCHIVES NO.  
 05-89

DEPARTMENT REVENUE		DIVISION COLORADO LOTTERY	SECTION COLORADO LOTTERY	PERMANENT <input checked="" type="checkbox"/>	NON-PERMANENT <input checked="" type="checkbox"/>
ITEM NO.	DESCRIPTION	RETENTION PERIOD		SPECIAL INSTRUCTIONS	
123	Marketing Survey Performance	Retain until obsolete, superseded or administrative value is lost		Note: No record shall be destroyed that pertains to any pending legal case, claim, action, or audit.	
124	Game File	Permanent retain for 10 years transfer to State Archives			
125	State Auditor Prize Structure Analysis	7 Years + Current			
126	Projects	5 Years + Current			
127	Web Marketing RFP	3 Years + Current			
128	Hostwork Proposals	3 Years + Current			
129	Web Status Reports	Life of website + 1 year			
130	Website Map	Life of website + 1 year			
131	Website Security	Life of website + 1 year			
132	Website Billing	3 Years + Current			
133	Avalanche Ticket Promos	Life of website + 1 year			
134	Website Promotions	Life of website + 1 year			
135	Website Plans	Life of website + 1 year			
136	Website Development Project	Life of website + 1 year			
137	Ticket Prices	8 Years + Current			
138	Marketing Research	20 Years + Current			
139	Retailer Advisory Panel/Minutes	1 Year + Current			
140	Interlott Tech Procedures	Retain until obsolete, superseded or administrative value is lost			

I request approval of the above records disposition schedule. Retention periods have been established by this agency after careful evaluation of all of the factors listed in the State Records Management Policies and Procedures Manual. I hereby certify that I am authorized to act for the head of this agency in matters pertaining to disposal of records. I also certify that I will comply with all conditions listed on page 4-10 of the Records Management Policies and Procedures Manual.

State Archivist's Signature <i>Terry Ketchum</i>	Date <i>10/1/2004</i>	Records Liaison Officer's Signature <i>Julie Raybel</i>	Date <i>9-17-04</i>
Attorney General's Signature <i>John W. Suthers by mmm</i>	Date <i>4/21/05</i>	State Auditor's Signature <i>Barley G. Mansch</i>	Date <i>10/8/04</i>



DEPARTMENT OF PERSONNEL & ADMINISTRATION  
 STATE ARCHIVES AND PUBLIC RECORDS  
 RECORDS DISPOSITION SCHEDULE

ARCHIVES NO.  
 05-89

DEPARTMENT REVENUE	DIVISION COLORADO LOTTERY	SECTION COLORADO LOTTERY	PERMANENT	NON-PERMANENT
			x	x
ITEM NO.	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS	
141	Take-A-Ticket FILE	Retain until obsolete, superseded or administrative value is lost	Note: No record shall be destroyed that pertains to any pending legal case, claim, action, or audit.	
142	Schafer Systems, Inc. FILE	Retain until obsolete, superseded or administrative value is lost		
143	Chart of Accts Fiscal Year 2004	1 Year + Current		
144	Scratch Ticket Vending Machine Rpts	1 Year + Current		
145	Employee Personnel Files (Copy)	Retain until employee leaves + 1 year		
146	Sales Memos	3 Years + Current		
147	Incentive Plans	3 Years + Current		
148	Incentives Achievements	5 Years + Current		
149	Sales Policy & Lottery Policies	Retain until obsolete, superseded or administrative value is lost		
150	On-line and Scratch Terminal Exceptions	5 Years + Current		
151	IMSC and Marketing Plan	5 Years + Current		
152	Accounting Policies	Retain until obsolete, superseded or administrative value is lost		
153	Research Findings	5 Years + Current		
154	District Specs Project	Retain until obsolete, superseded or administrative value is lost		
155	Marketing Survey Performance	3 Years + Current		

I request approval of the above records disposition schedule. Retention periods have been established by this agency after careful evaluation of all of the factors listed in the State Records Management Policies and Procedures Manual. I hereby certify that I am authorized to act for the head of this agency in matters pertaining to disposal of records. I also certify that I will comply with all conditions listed on page 4-10 of the Records Management Policies and Procedures Manual..

State Archivist's Signature <i>Terry Kitchener</i>	Date 10/1/2004	Records Liaison Officer's Signature <i>Julie Raybal</i>	Date 9-17-04
Attorney General's Signature <i>John W. Suthers by mm</i>	Date 4/21/05	State Auditor's Signature <i>Shelley Symonst</i>	Date 10/8/04



DEPARTMENT OF PERSONNEL & ADMINISTRATION  
 STATE ARCHIVES AND PUBLIC RECORDS  
 RECORDS DISPOSITION SCHEDULE

ARCHIVES NO.  
 05-89

DEPARTMENT REVENUE	DIVISION COLORADO LOTTERY	SECTION COLORADO LOTTERY	PERMANENT x	NON-PERMANENT x
ITEM NO.	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS	
156	Business Plan	Permanent retain for 10 years transfer to State Archives	Note: No record shall be destroyed that pertains to any pending legal case, claim, action, or audit.	
157	Marketing Plan	Permanent retain for 10 years transfer to State Archives		
158	I-Plan	Permanent retain for 10 years transfer to State Archives		
159	Commission Handbook	Permanent retain for 10 years transfer to State Archives		
160	Commission Awards Plan	Permanent retain for 10 years transfer to State Archives		
161	IFORM Plan	Permanent retain for 10 years transfer to State Archives		
162	Marketing Performance Plan	Permanent retain for 10 years transfer to State Archives		
163	Retailer News	Retain until obsolete, superseded or administrative value is lost		
164	Employee Personnel Files (Copy)	Retain until employee leaves + 1 Year		
165	Sales Memos	1 Year + Current		
166	Incentive Plans	8 Years + Current		
167	Incentive Achievements	8 Years + Current		
168	Sales Policies and Lottery Policies	Retain until obsolete, superseded or administrative value is lost		
169	On-line and Scratch Terminal Exceptions	5 Years + Current		

I request approval of the above records disposition schedule. Retention periods have been established by this agency after careful evaluation of all of the factors listed in the State Records Management Policies and Procedures Manual. I hereby certify that I am authorized to act for the head of this agency in matters pertaining to disposal of records. I also certify that I will comply with all conditions listed on page 4-10 of the Records Management Policies and Procedures Manual.

State Archivist's Signature <i>Terry Kitelesen</i>	Date 10/1/2004	Records Liaison Officer's Signature <i>Julie Raybal</i>	Date 9-17-04
Attorney General's Signature <i>John W. Suthers by mmm</i>	Date 4/21/05	State Auditor's Signature <i>Jully S. Gornush</i>	Date 10/8/04



DEPARTMENT OF PERSONNEL & ADMINISTRATION  
 STATE ARCHIVES AND PUBLIC RECORDS  
 RECORDS DISPOSITION SCHEDULE

ARCHIVES NO.

05-89

DEPARTMENT REVENUE		DIVISION COLORADO LOTTERY		SECTION COLORADO LOTTERY		PERMANENT	x
						NON-PERMANENT	x
ITEM NO.	DESCRIPTION	RETENTION PERIOD		SPECIAL INSTRUCTIONS			
170	IMCS and Marketing Plan	Retain until obsolete, superseded or administrative value is lost		Note: No record shall be destroyed that pertains to any pending legal case, claim, action, or audit.			
171	Accounting Policies	Retain until obsolete, superseded or administrative value is lost					
172	Research Findings	Retain until obsolete, superseded or administrative value is lost					
173	District Specs Project	Retain until obsolete, superseded or administrative value is lost					
174	Marketing Survey Performance	3 Years + Current					
175	Marketing Performance Bonus Program	7 Years + Current					
176	Sales Data	3 Years + Current					
177	Trade Association Memberships	4 Years + Current					
178	Research Data	4 Years + Current					
179	Recruiting Prospects	3 Years + Current					
180	TV Commercial Videotapes	Permanent retain for 10 years transfer to State Archives					
181	Karsh & Hagan Billing	3 Years + Current					
182	Karsh & Hagan Media Buys	3 Years + Current					
183	Karsh & Hagan Meeting Reports	3 Years + Current					
184	Karsh & Hagan Production Estimates	3 Years + Current					
185	Annual Image Study	Retain until obsolete, superseded or administrative value is lost					

I request approval of the above records disposition schedule. Retention periods have been established by this agency after careful evaluation of all of the factors listed in the State Records Management Policies and Procedures Manual. I hereby certify that I am authorized to act for the head of this agency in matters pertaining to disposal of records. I also certify that I will comply with all conditions listed on page 4-10 of the Records Management Policies and Procedures Manual..

State Archivist's Signature <i>Terry Keteleer</i>	Date <i>10/1/2004</i>	Records Liaison Officer's Signature <i>Julie Raybaf</i>	Date <i>9-17-04</i>
Attorney General's Signature <i>John W. Suthers by mnm</i>	Date <i>4/21/05</i>	State Auditor's Signature <i>Jully Symanski</i>	Date <i>10/8/04</i>



DEPARTMENT OF PERSONNEL & ADMINISTRATION  
STATE ARCHIVES AND PUBLIC RECORDS  
RECORDS DISPOSITION SCHEDULE

ARCHIVES NO.  
05-89

DEPARTMENT REVENUE		DIVISION COLORADO LOTTERY	SECTION COLORADO LOTTERY	PERMANENT x	NON-PERMANENT x
ITEM NO.	DESCRIPTION	RETENTION PERIOD		SPECIAL INSTRUCTIONS	
186	Budget Tracking Database (Wang)	8 Years + Current		Note: No record shall be destroyed that pertains to any pending legal case, claim, action, or audit.	
187	Point-of-Sale Samples	5 Years + Current			
188	Product Advertising Campaigns	5 Years + Current			
189	Playership Tracking Survey	5 Years + Current			
190	Shipping Delivery Receipts	5 Years + Current			
191	Marketing Plans	8 Years + Current			
192	Usage & Awareness Annual Survey	Retain until obsolete, superseded or administrative value is lost			
193	Advertising RFP	Retain until obsolete, superseded or administrative value is lost			
194	Sales Tracking	Permanent			
195	Employee Performance Plans	Retain until obsolete, superseded or administrative value is lost			
196	Employee Performance Evals	Retain until superseded, or employee leaves + 1 Year			
197	Commission Packets	Retain until superseded, or employee leaves + 1 Year			
198	Commission Meeting Agendas	Permanent retain for 10 years transfer to State Archives			
199	Commission Public Hearing Minutes	Permanent retain for 10 years transfer to State Archives			
200	Lottery Policies and Procedures	Permanent retain for 10 years transfer to State Archives			

I request approval of the above records disposition schedule. Retention periods have been established by this agency after careful evaluation of all of the factors listed in the State Records Management Policies and Procedures Manual. I hereby certify that I am authorized to act for the head of this agency in matters pertaining to disposal of records. I also certify that I will comply with all conditions listed on page 4-10 of the Records Management Policies and Procedures Manual.

State Archivist's Signature <i>Jerry Kjetelsen</i>	Date <i>10/1/2004</i>	Records Liaison Officer's Signature <i>Julie Roybal</i>	Date <i>9-17-04</i>
Attorney General's Signature <i>John W. Suthers by mm</i>	Date <i>4/21/05</i>	State Auditor's Signature <i>Dulley Symanski</i>	Date <i>10/8/04</i>



DEPARTMENT OF PERSONNEL & ADMINISTRATION  
 STATE ARCHIVES AND PUBLIC RECORDS  
 RECORDS DISPOSITION SCHEDULE

ARCHIVES NO.  
 05-89

DEPARTMENT REVENUE	DIVISION COLORADO LOTTERY	SECTION COLORADO LOTTERY	PERMANENT x	NON-PERMANENT x
ITEM NO.	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS	
201	Commission Meeting Minutes	Permanent retain for 10 years transfer to State Archives	Note: No record shall be destroyed that pertains to any pending legal case, claim, action, or audit.	
202	Commission Ex Session Audio Recordings	Permanent retain for 10 years transfer to State Archives		
203	Employee Training Records	Retain until employee leaves + 1 year		

I request approval of the above records disposition schedule. Retention periods have been established by this agency after careful evaluation of all of the factors listed in the State Records Management Policies and Procedures Manual. I hereby certify that I am authorized to act for the head of this agency in matters pertaining to disposal of records. I also certify that I will comply with all conditions listed on page 4-10 of the Records Management Policies and Procedures Manual..

State Archivist's Signature <i>Ferry Ketelsen</i>	Date 10/1/2004	Records Liaison Officer's Signature <i>Julie Rybal</i>	Date 9-17-04
Attorney General's Signature <i>John W. Suthers by mmm</i>	Date 4/21/05	State Auditor's Signature <i>Dorey Lyman</i>	Date 10/8/04