



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

ARCHIVES NO.
 05-214

DEPARTMENT REVENUE		DIVISION GAMING		SECTION AUDIT		PERMANENT	x
						NON-PERMANENT	x
ITEM NO.	DESCRIPTION	RETENTION PERIOD		SPECIAL INSTRUCTIONS			
1	Audit Reports and Management Letters	Permanent		Note: No record shall be destroyed that pertains to any pending legal case, claim, action, or audit.			
2	Audit General Files	3 Years + Current					
3	Audit Files	Retain until obsolete, superseded or administrative value is lost.					
4	Audit Compliance Files	Retain until obsolete, superseded or administrative value is lost.					
5	Audit Variance Files	Retain until obsolete, superseded or administrative value is lost.					
6	Audit Information System Files	Retain until obsolete, superseded or administrative value is lost.					
7	Compliance Inspections	Retain until obsolete, superseded or administrative value is lost.					
8	Financial Statements	Permanent					
9	Closed Casino Audit Files	Retain until obsolete, superseded or administrative value is lost.					
10	Audit Work papers	Retain until obsolete, superseded or administrative value is lost.					
11	Gaming Tax Information	10 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 Ketelsen</i>	Date 6/14/2005	Records Liaison Officer's Signature <i>Julie Raybal</i>	Date 6-13-05
Attorney General's Signature <i>John W. Suthers by mmm</i>	Date 8/22/05	State Auditor's Signature <i>Dolly Symanski</i>	Date 6/17/05



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ARCHIVES NO.
 05-215

DEPARTMENT REVENUE		DIVISION GAMING	SECTION LICENSING	PERMANENT x	NON-PERMANENT x
ITEM NO.	DESCRIPTION	RETENTION PERIOD		SPECIAL INSTRUCTIONS	
1	Support License Application	Retain until obsolete, superseded or administrative value is lost.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.	
2	Expired Support License Application	3 Years after expiration			
3	Key and Support Renewal Application	Retain until obsolete, superseded or administrative value is lost.			
4	Key/Associated Person Application	Retain until obsolete, superseded or administrative value is lost.			
5	Expired Key License Application	3 Years after expiration			
6	Limited Owner Application	Retain until obsolete, superseded or administrative value is lost.			
7	Business Gaming License Application	Retain until obsolete, superseded or administrative value is lost.			
8	Business Renewal Application	Retain until obsolete, superseded or administrative value is lost.			
9	License files	Retain until obsolete, superseded or administrative value is lost.			
10	Table Game Application	Retain until obsolete, superseded or administrative value is lost.			

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State Archivist's Signature <i>Larry Ketsel</i>	Date 6/14/2005	Records Liaison Officer's Signature <i>Julie Raybal</i>	Date 6-13-05
Attorney General's Signature <i>John Suthers by mmm</i>	Date 8/22/05	State Auditor's Signature <i>Sally Symonak</i>	Date 6/17/05



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DEPARTMENT REVENUE	DIVISION GAMING	SECTION LICENSING	PERMANENT	NON-PERMANENT
			x	x
ITEM NO.	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS	
11	Personnel Tracking Inventory	Retain until employee leaves + 1 Year	Note: No record shall be destroyed that pertains to any pending legal case, claim, action, or audit.	
12	Device Inventory	Permanent		

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State Archivist's Signature <i>Larry Keitson</i>	Date 6/14/2005	Records Liaison Officer's Signature <i>Julie Raybal</i>	Date 6-13-05
Attorney General's Signature <i>John Suthers by mmm</i>	Date 8/22/05	State Auditor's Signature <i>Sally Symanski</i>	Date 6/17/05