



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

ARCHIVES NO.
 05-216

DEPARTMENT REVENUE	DIVISION GAMING	SECTION INVESTIGATIONS/ ENFORCEMENT	PERMANENT x	NON-PERMANENT x
ITEM NO.	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS	
1	Investigative Case Reports	Retain until obsolete, superseded or administrative value is lost. 10 years + current (TK) (MM)	Note: No record shall be destroyed that pertains to any pending legal case, claim, action, or audit.	
2	Intelligence Case Reports	Retain until obsolete, superseded or administrative value is lost. 10 years + current (TK) (MM)		
3	Memorandums of Understanding	Retain until obsolete, superseded or administrative value is lost.		
4	Case Disposition Log	Retain until obsolete, superseded or administrative value is lost		
5	Record Disposition Files	Retain until obsolete, superseded or administrative value is lost		
6	Exclusion List	Permanent		
7	Casino Files	Permanent		
8	Floor Plans	Permanent		
9	Case Disposition Log	Retain until obsolete, superseded or administrative value is lost 10 years + current (TK) (MM)		

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>Larry Fetters</i>	Date 6/14/2005	Records Liaison Officer's Signature <i>Julie Kaybal</i>	Date 6-13-05
Attorney General's Signature <i>John Suthers by mmm</i>	Date 8/22/05	State Auditor's Signature <i>Sully S. Mauch</i>	Date 6/17/05