



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

ARCHIVES NO.

05-218

| DEPARTMENT REVENUE | DIVISION GAMING | SECTION EMERGING TECHNOLOGIES | PERMANENT | x |
|-----------------------|--|--|--|---|
| | | | NON-PERMANENT | x |
| ITEM NO. | DESCRIPTION | RETENTION PERIOD | SPECIAL INSTRUCTIONS | |
| 1 | Chip and Token Approvals | Retain until obsolete, superseded or administrative value is lost.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| 2 | Table Games Committee Minutes | Retain until obsolete, superseded or administrative value is lost. | | |
| 3 | Systems and Machine Approval Committee Minutes | Retain until obsolete, superseded or administrative value is lost. | | |
| 4 | Field Trial Procedures | Retain until obsolete, superseded or administrative value is lost. | | |
| 5 | Device Approvals | Retain until obsolete, superseded or administrative value is lost. | | |
| 6 | Device Approval Inventories | Permanent | | |
| 7 | Device Approval Contracts | 6 Years Following Expiration or Termination | | |
| 8 | Training Files | 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>Larry Ketchum</i> | Date 6/14/2005 | Records Liaison Officer's Signature <i>Julie Raybal</i> | Date 6-13-05 |
| Attorney General's Signature <i>John Smithers</i> | Date 7/8/05 | State Auditor's Signature <i>Darryl Symanski</i> | Date 6/17/05 |