



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

ARCHIVES NO.

05-219

DEPARTMENT REVENUE		DIVISION GAMING		SECTION ADMINISTRATION		PERMANENT	x
						NON-PERMANENT	x
ITEM NO.	DESCRIPTION	RETENTION PERIOD		SPECIAL INSTRUCTIONS			
1	Legislative Tracking Files	Retain until obsolete, superseded or administrative value is lost.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	Attorney General Opinions	Permanent					
3	Performance Measures	Retain until obsolete, superseded or administrative value is lost.					
4	Personnel Files	Retain until employee leaves + 1 Year					
5	Subpoena Log	Retain until obsolete, superseded or administrative value is lost.					
6	Order Requests	2 Years + Current					
7	Commission Files	Retain until obsolete, superseded or administrative value is lost.					
8	Commission Minutes	Retain until obsolete, superseded or administrative value is lost.					
9	Commission Recordings	Retain until obsolete, superseded or administrative value is lost.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>Larry Detelsen</i>	Date 6/14/2005	Records Liaison Officer's Signature <i>Julie Kaybal</i>	Date 6-13-05
Attorney General's Signature <i>John Butchers by mmm</i>	Date 7/8/05	State Auditor's Signature <i>Sally Symanski</i>	Date 6/17/05