### MARYLAND STATE LOTTERY AGENCY

Records Retention Schedule No. 2166

June, 04, 2001

evised corrections 11/30/01

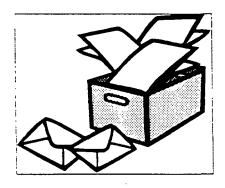
### MARYLAND STATE LOTTERY AGENCY

Records Retention Schedule No.

2166

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#### DEPARTMENT OF GENERAL SERVICES Schedule No. 2166 RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE Page of 28 Agency **Division / Unit** Maryland State Lottery Agency Commission Item No. Description Retention 001. Commission Chronological arrangement of the transcripts of State Retain Commission's copies Lottery Commission meetings which document official permanently for eventual acts with respect to policy, administration, planning, transfer to the Maryland State and progress of the Lottery Agency. Auditors reports Archives. by Independent Public Accountants of financial reports and statements of the Lottery operations. 002. Administrative Subject Files Subject arrangement of original incoming, copies of Destroy materials no longer outgoing letters, memoranda, and other material needed for current business. related to the functions of the State Lottery Agency. Retain permanently directives Commission Files may also contain monthly reports, and other material relating to information concerning members trips and expense planning and policy that reports to State and Federal Governments, employment illustrate the development of applications and information on Lottery game drawings. the agency. Transfer periodically to the Maryland State Archives. 003. **Appeals Case Files** Alphabetically arranged by applicant name, files may Retain for two (2) years, then contain: copies of applications and surveys. destroy. correspondence concerning appeals, commission disposition of appeals hearings, court papers (reports) case files are similar for both approved and denied appeals. Schedule Approved by Department Agency or Division Representative Schedule Authorized by State Archivist Date JAH 3 Q 2002 Date Signature Typed Name Title

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RECORDS RETENTION AND DISPOSAL SCHEDULE

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( Continuation Sheet )

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	( Continuation Sheet )	
Agency		Division / Unit
140.00	Maryland State Lottery Agency	Commission
Item	Depositation	Detaution
No.	Description	Retention
004.	Audio Tapes	1
	Commission Meetings and Appeals Hearings are	Retain for a period of (25)
	taped to be transcribed if requested.	years, then destroy.
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	( Continuation Sheet )	
Agency		Division / Unit
140.000	Maryland State Lottery Agency	Executive
Item No.	Description	Retention
005.	Director's General Correspondence	
	Subject arrangement of original incoming copies of outgoing letters, memoranda and other material relating to the Maryland State Lottery Agency.	Retain for three (3) years, then destroy. Directives and other material relating to planning and policy that illustrate the development of the agency, retain permanently for eventual transfer to the Maryland State Archives.
006.	<u>Director's Reports</u>	
	Copies of consolidated reports sent to the Lottery Commission for disposition. The reports may include; departmental progress reports, unobligated prize fund reports, bank reconciliation's, monthly financial statements, reimbursement requests and agent applications.	Retain for three (3) years, then destroy. Permanent reports retained by the Lottery Commission.
007.	General Correspondence and Administrative Files	
	Subject arrangement of original incoming letters, copies of outgoing letters, memoranda, reports; studies, surveys, press releases, newspaper clippings and legislative reference material, directives and other miscellaneous papers relating to the administration of the State Lottery Agency.	Screen annually. Destroy that material no longer needed for current business.Retain permanently directives and other material relating to planning and policy that illustrate the development of the State Lottery Agency. Transfer to the Maryland State Archives.

## DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION

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RE	CORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)	Page	4	of	28
Agency	Maryland State Lottery Agency	Divisio		nit ttn: Gener	al : Legal
Item No.	Description		R	letentio	1
008.	Agent Licensing Files		-	,,	
	Alphabetical arrangement of files on Agents involving revocations and denials of license and appeal hearings.	Retain t destroy	•	3) years	, then
009.	Procurement Files				
	Alphabetical arrangement of RFP's, IFB's and copies of vendor contracts, bid protests and related procurement issues.	screen longer r	to eli neede	3) years minate n ed for cu hen de	natters no rrent
010.	Public Inquires and Requests for Assistance				
ı	Alphabetical arrangement of files containing requests from Citizens for Lottery information, requests and subpoenas from Governmental Agencies, IRS, and States Attorney's Office and from the General Public.	screen	annu		years, then etermine y.
011.	Closed Litigation Files	Ì			
	Alphabetical arrangement of files from litigation matters of a general variety, including Divorce Actions, Garnishments, Declaratory Judgements.	Retain destroy		12 ) yeaı	rs, then
012.	General Correspondence and Administrative Files				
	Subject arrangement of original incoming letters, copies of outgoing letters, memoranda, reports, studies, surveys, investigations, press releases, newspaper clippings and legislative reference material, directives and other miscellaneous papers relating to the administration of the State Lottery Agency.	materia current permar materia policy t develo Agency	al no businently al rela hat il pmer y Tra e Ma	longer noness. Read in the contraction of the carryland carryland	es and other lanning and

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DISPOSAL SCHEDULE Page 5

	( Continuation Sheet )	3
Agency	Maryland State Lottery Agency	Division / Unit Personnel
ltem No.	Description	Retention
013.	Personnel Files	
	Consisting of case files arranged alphabetically which contain employment applications, probation reports, annual efficiency reports, letters of commendation, reprimands, disciplinary suspension forms, and other documents pertaining to the employee.	Retain for ten ( 10 ) years after termination, then destroy. No storage required.
014.	Personnel Record Cards	
	Arranged alphabetically, cards show the employment history of each Lottery employee. Information on the card may include employee name, promotion or demotion dates and titles, salary and termination.	Retain for ten ( 10 ) years after termination, then destroy. No storage required.
015.	Employee Leave Records ( Computerized )	
	Consisting of computer generated printouts of each employee's leave ( earned, used, borrowed, lost and balances).	Retain for three (3) years then forward to storage. Retain in storage for five (5) years, then destroy.
016.	General Correspondence and Administrative Files	
	Subject arrangement of original incoming letters, copies of outgoing letters, memoranda, reports, studies, surveys, investigations, press releases, newspaper clippings and legislative reference material, directives and other miscellaneous papers relating to the administration of the State Lottery Agency.	Screen annually. Destroy that material no longer needed for current business. Retain permanently directives and othe material relating to planning and policy that illustrate the development of the State Lottery Agency. Transfer periodically to Maryland State Archives.

### DEPARTMENT OF GENERAL SERVICES Schedule No. 2166 **RECORDS MANAGEMENT DIVISION** RECORDS RETENTION AND DISPOSAL SCHEDULE Page 28 of ( Continuation Sheet ) Agency **Division / Unit Maryland State Lottery Agency Executive Procurement** ltem No. Description Retention 017. Procurement Files Alphabetically arrangement of original RFP's, IFB's, Retain for ten (10) years after and copies of contracts exceeding value greater than expiration of contract, then (\$25,000.00). This includes all related procurement destroy. documents and related issues. 018. General Correspondence and Administrative Files Subject arrangement of original incoming letters, Screen annually. Destroy that copies of outgoing letters, memoranda, reports, material no longer needed for studies, surveys, investigations, legislative reference current business. Retain material, directives and other miscellaneous papers permanently directives and other relating to the administration of the State Lottery material relating to planning and Agency. policy that illustrate the development of the State Lottery Agency. Transfer periodically to Maryland State Archives.

#### **DEPARTMENT OF GENERAL SERVICES** Schedule No. 2166 RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE Page 7 28 of ( Continuation Sheet ) Division / Unit Agency Maryland State Lottery Agency Executive (M.B.E.) Item No. Description Retention 019. Minority Business Enterprise Beginning with FY 94, chronological arrangement of Retain for three (3) years after vendor minority business enterprise expenditures. contract expiration then destroy. Trahan, Burden & Charles No storage required. **Eisner Communications MBE Quarterly Report** 020. **Vendor Quarterly Reports** Beginning with FY 94, chronological arrangement of Retain for three (3) years after vendor 's minority business enterprise expenditures. contract expiration then destroy. Also includes RFP's, responses, and correspondence No storage required. between the Lottery and the Vendor concerning MBE requirements. 021. Minority Business Enterprise Fiscal Reports Chronological arrangement of final FY MBE report, Retain for five (5) years, then including supporting documentation. destroy. 022. General Correspondence and Administrative Files Subject arrangement of original incoming letters, Screen annually. Destroy that copies of outgoing letters, memoranda, reports, material no longer needed for studies, surveys, investigations, press releases, current business. Retain newspaper clippings and legislative reference material, permanently directives and other directives and other miscellaneous papers relating to material relating to planning and the administration of the State Lottery Agency. policy that illustrate the development of the State Lottery Agency. Transfer periodically to the Maryland State Archives.

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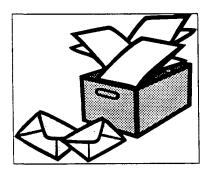
RE	CORDS RETENTION AND DISPOSAL SCHEDULE ( Continuation Sheet )	Page 8 of 28
Agency	Maryland State Lottery Agency	Division / Unit
ltem	Maryland State Lottery Agency	Security
No.	Description	Retention
023.	Investigation Files	
	Examples:	
	Claim / Unsold Ticket Investigations, Altered Ticket Investigations, Stolen Ticket Investigations, Lost Ticket Investigations, Previously Cashed Tickets, Fraud and Attempted Fraud, Internal Theft, Misconduct.	Retain for one (1) year, then destroy. Retain cases resulting in litigation one (1) year after litigation is concluded, then then destroy. No record storage required.
024.	Threat Files	
	These files contain documentation of bomb threats and written threats against the Lottery, personnel, agents, and TV media personnel associated with the drawings.	Retain for three ( 3 ) years from date of receipt, then destroy. No storage required.
025.	General Correspondence and Administrative Files	
	Subject arrangement of original incoming letters, copies of outgoing letters, memoranda, reports, studies, surveys, investigations, press releases, newspaper clippings and legislative reference material, directives and other miscellaneous papers relating to the administration of the State Lottery Agency.	Screen annually. Destroy that material no longer needed for current business. Retain permanently directives and other material relating to planning and development of the State Lottery Agency. Transfer periodically to Maryland State Archives.

### MARYLAND STATE LOTTERY AGENCY

### **Records Retention Schedule**

### **Administration**, Finance and Operations

Administrative Office	9.
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Procurement Division	11.
General Accounting	12.
Finance Division	14.
Payroll Division	15.
Customer Resources Center	16.
Subscription Division	18.
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Facility Management	20.
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Agency	Maryland State Lottery Agency	Division / Unit AFO Administration (Exec)
item		
No.	Description	Retention
026.	Contract Files	
	Subject arrangement of all original contracts entered into by the Maryland State Lottery Agency.	Retain for three ( 3 ) years after contract termination date. Then destroy. No storage required.
027.	Bond - Insurance Policy Files	, C
	Alphabetical arrangement of all files which contain insurance policies for bonds posted by companies and agents as required by the Maryland State Lottery.	Retain for three (3) years after Securities terminate under requirements by (NASD). No storage required, then destroy.
028.	Budget Estimates and Reports	
	These documents reflect the Lottery Agency's projected estimates of the budgetary requirements.	Retain final document for five (5) years, then destroy. Retain working papers until budget is approved, then destroy.
029.	Executive Plan	
	This document reflects the Lottery's forecast of sales, operating income and expenses, and administrative requirements including personnel and equipment for the next five ( 5 ) years.	Retain final document for five (5) years, then destroy. Retain working papers until budget is approved, then destroy.
030.	General Correspondence and Administrative Files	
	Subject arrangement of original incoming letters, copies of outgoing letters, memoranda, reports, studies, surveys, investigations, press releases, newspaper clippings and legislative reference material, directives and other miscellaneous papers relating to the administration of the State Lottery Agency.	Screen annually. Destroy that material no longer needed for current business. Retain permanently directives and other material relating to planning and policy that illustrate the development of the State Lottery Agency. Transfer periodically to the Maryland State Archives.

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gency	Maryland State Lottery Agency	Division / Unit
Item	Maryiand State Lottery Agency	Internal Audit ( AFO )
No.	Description	Retention
031.	Internal Audits	
	Audit working papers numerically arranged by audit ID.# and fiscal year. Contains detailed plan of audit and its observations.	Retain for seven(7)years, then destroy.
032.	FMIS Security Records	
	Alphabetical arrangement by User name. The documents authorized user access to the financial management information system.	Retain for three ( 3 ) years, after termination, then destroy.
033.	General Correspondence and Administrative Files	
	Subject arrangement of original incoming letters, copies of outgoing letters, memoranda, reports, studies, surveys, investigations, press releases, newspaper clippings and legislative reference material, directives and other miscellaneous papers relating to the administration of the State Lottery Agency.	Screen annually. Destroy that material no longer needed for current business. Retain permanently directives and other material relating to planning and policy that illustrate the development of the State Lotter Agency. Transfer periodically to the Maryland State Archives.

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	( Continuation Sheet )	
Agency	Maryland State Lottery Agency	Division / Unit Procurement ( AFO )
ltem		
No.	Description	Retention
034.	Purchasing Records  F.M.I.S Accounts (FMIS - 3)  Purchasing Credit Card Information  Manual Purchase Orders.	Retain for three ( 3 ) fiscal year or until audit, then destroy.
035.	General Correspondence and Administrative Files Internal correspondence relating to policies and procedures.	Screen annually. Destroy material no longer needed for current business.
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#### DEPARTMENT OF GENERAL SERVICES Schedule No. 2166 RECORDS MANAGEMENT DIVISION **RECORDS RETENTION AND DISPOSAL SCHEDULE** Page 12 Ωf 28 ( Continuation Sheet ) Agency Division / Unit AFO **Maryland State Lottery Agency General Accounting** Item No. Description Retention 036. Miscellaneous Accounting Records A. Certificate of Deposit and Bank Deposit Slips Retain for three (3) years, or Disbursement Transmittals until after audit. Month End Summary STARS Records Memorandums of Adjustments Accounts Receivable Paid Bonds and Coupons Bank Books and Statements Periodic Financial Reports to Local / State Agencies Periodic Financial Reports to Local / State Agencies В. Monthly Account Folders Retain for ten (10) years, then destroy. 037. Special Accounting Records A. Daily Liabilities Documents contain monthly summaries of daily Retain for three (3) years, or game prize liability, sales data and amounts until after audit. deposited in the Lottery from Lottery Agents. **B. Audit Reports** Reports of Audits conducted by the Legislative Retain for seven.( 7 ) years, then State Auditors. destroy. Retain for (20) years, Transfer C. Books of Final Entry - General Ledgers periodically to the Maryland State Archives. 038. **Computerized General Accounting Printouts** Retain for three (3) years, or until after audit. Daily Liabilities Weekly Sales Summary Sales Analysis Summary Statement of Cash Balances (A - 30405) Instant Sales Liabilities Present Value Bonds

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Maryland State Lottery Agency	Division / Unit AFO General Accounting
Description	Retention
Continued	
Agent Bonus Payable Main Bank Summary Settlement Discrepancy Stripoffs ( 021-A, 021-S, 621-A ) Financial Summary of Unclaimed Prizes ( 5244 ) Reversions ( 020, 620 ) Win Processor Outdated Winners Report Monthly Bank Fees ( 211-A ) Quarterly Bank Fees ( 212-A ) Subscription Ticket Financial Report ( 111-B ) Equipment Inventory and Property Present Value of Annuities -	Retain for three ( 3 ) years, or until after audit.
General Correspondence and Administrative Files	
Subject arrangement of original incoming letters, copies of outgoing letters, memoranda, reports, studies, surveys, investigations, press releases, newspaper clippings and legislative reference material, directives and other miscellaneous papers relating to the administration of the State Lottery Agency.	Screen annually. Destroy that material no longer needed for current business.
	Description  Continued  Agent Bonus Payable Main Bank Summary Settlement Discrepancy Stripoffs ( 021-A, 021-S, 621-A ) Financial Summary of Unclaimed Prizes ( 5244 ) Reversions ( 020, 620 ) Win Processor Outdated Winners Report Monthly Bank Fees ( 211-A ) Quarterly Bank Fees ( 212-A ) Subscription Ticket Financial Report ( 111-B ) Equipment Inventory and Property Present Value of Annuities -

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	( Continuation Sheet )	,
Agency	Maryland State Lottery Agency	Division / Unit Finance Division (AFO)
Item No.	Description	Retention
040.	Withholdings Tax Forms and Statements  I.R.S. 945 / 1042 and related Federal Tax papers, Local and State withholdings tax forms and statements.	Retain for six ( 6 ) years, or until they have been audited. Then destroy.
041. 042.	Credit Memorandums  Miscellaneous Accounting Records	Retain for five ( 5 ) years, or until they have been audited. Then destroy.
	Cancelled Checks, Check copies and Stubs Paid Bills and Invoices Receipt copies and Stubs Receiving reports Reconciliation and Trial balance sheets Payoff Register	Retain for five ( 5 ) years, or until they have been audited. Then destroy.
043.	General Correspondence and Administrative Files	·
	Subject arrangement of original incoming letters, copies of outgoing letters, memoranda, reports studies, surveys, investigations, and legislative reference material, directives and other miscellaneous papers relating to the administration of the State Lottery Agency.	Screen annually. Destroy that material no longer needed for current business.

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Agency	Maryland State Lottery Agency	Division / Unit Payroll (AFO)
Item	Individual Cuttory Agency	rayion (Al O)
No.	Description	Retention
044.	Payroll Accounting Records These Files Include:	
	Payroll Check Register Payroll Exemption Time Reports Payroll Transmittals Payroll Warrants	Retain for three( 3 ) fiscal years, or until they have been audited. Then destroy.
045.	Leave Slip Requests (SMF - 16)	
	Consisting of documents showing Leave Requested and Approved by each employee and manager.	Retain for three( 3) fiscal years, or until they have been audited. Then destroy.
046.	BI - Weekly Time Reports	
	BI - Weekly time reports arranged chronologically by week showing hours worked, name, classification and inclusive dates.	Retain for three( 3 ) fiscal years or until they have been audited. Then destroy.
047.	General Correspondence and Administrative Files	
	Subject arrangement of original incoming letters, copies of outgoing letters, memoranda, reports, studies, surveys, investigations, legislative reference material, directives and other miscellaneous papers relating to the administration of the State Lottery Agency.	Screen annually. Destroy that material no longer needed for current business.

#### DEPARTMENT OF GENERAL SERVICES Schedule No. 2166 RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE Page 16 of 28 (Continuation Sheet) Division / Unit Agency AFO Maryland State Lottery Agency **Customer Resources** Item No. Description Retention 048. **Annuity Files** These documents are arranged alphabetically by name Retain file for one ( 1 ) year after of winners and contain information such as: Name and contract termination, then Address of Winner, Date Won, Amount Won, and destroy. correspondence. Copies of W-2G forms will be retained separately for six (6) years after contract termination (also see #69 - W-2G Tax Form). 049. Claim Forms Chronologically arranged, these documents show Retain for three (3) years, or claims paid by the Lottery for winning tickets. This file until they have been audited. Then destroy. contains forms for all games. 050. W 2 - G Tax Forms Chronologically arranged, these documents show Retain for two (6) years, or Name and Address, Social Security Number, Taxes of until they have been audited. Winnings for each claim of all Lottery games. Then destroy. 051. Computerized Printouts / Weekly Reports Book - (1) Financial Summary of Prize Claims Retain for three (3) years, or Regular Run Payoff Register until they have been audited. New Winner Strip - Off Then destroy. Big Game Payoff Register Big Game Strip Off

	DEPARTMENT OF GENERAL SERVICES	Schedule No. 2166
RE	RECORDS MANAGEMENT DIVISION CORDS RETENTION AND DISPOSAL SCHEDULE ( Continuation Sheet )	Page 17 of 28
Agency	Maryland State Lottery Agency	Division / Unit AFO Customer Resources
ltem	individud otate Lottery Agency	Customer Resources
No.	Description	Retention
052.	Computer Report Printouts	
	These computer generated reports are maintained chronologically by month and are continually run reports containing various claim data. Reconcilations for both claim centers, Adjustments and update Reports. Daily Liabilities, Purge Reports 5 K Agent Reports	Retain for three ( 3 ) fiscal years, or until they have been audited. Then destroy.
053.	Monthly Alpha - Listing - W2 - Forms	
	A computer generated printout showing: monthly Claimants with winnings over \$600.00.	Retain for six ( 6 ) fiscal years, then destroy.
054.	General Correspondence and Administrative Files	
	Subject arrangement of original incoming letters, copies of outgoing letters, memoranda reports, studies, surveys, investigations, press releases, newspaper clippings and legislative reference material, directives and other miscellaneous papers relating to the administration of the State Lottery Agency.	Screen annually. Destroy that material no longer needed for current business.

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Agency	Maryland State Lottery Agency	Division / Unit AFO Subscription / C.S
Item No.	Description	Retention
055.	Subscription Applications	
	These forms are maintained by Subscriber number and show name, address, and type of subscription plan requested by the subscriber.	Retain applications for three ( 3 year, or until they have been audited. Then destroy.
056.	Subscription Renewal Notices	
	These are returned notices asking for extension of subscription which contain the same information as original application.	Retain applications for three ( 3 year, or until they have been audited. Then destroy.
057.	Computerized Subscription Reports	
	These are weekly reports for Adds, Renewals, and changes or deletes.	Retain applications for three ( 3 year, or until they have been audited. Then destroy.
058.	General Correspondence and Administrative Files	•
	Subject arrangement of original incoming letters, copies of outgoing letters, memoranda, reports, studies, surveys, investigations, press releases, newspaper clippings and legislative reference material, directives and other miscellaneous papers relating to the administration of the State Lottery Agency.	Screen annually. Destroy that material no longer needed for current business.
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	( Continuation Sheet )	1 age 13 01 20
Agency	Maryland State Lottery Agency	Division / Unit AFO Fleet Administration
Item No.	Description	Retention
059.	Motor Vehicle Titles	
	Files contain titles of State motor vehicles operated by Lottery agency personnel with authorized driving permits.	Retain until final disposition of each vehicle, then forward with vehicle. No storage required, then destroy.
060.	Maryland Fleet Performance Analysis	· · · · · · · · · · · · · · · · · · ·
	These computerized printouts are maintained chronologically by monthly and quarterly reports which show expenses, mileage, and depreciation for each car or van used by Maryland State Lottery employees.	Retain for three ( 3 ) years, then destroy. No storage required.
061.	Vehicle Accident Files	
	Consisting of documents reporting all accidents involving State owned vehicles operated by Lottery agency employees, which may include Maryland Motor Vehicle Accident Report (FR-30) and Motor Vehicle Accident Investigation Guide (FS - 11).	Retain until final disposition of each vehicle, then forward with vehicle. No storage required.
062.	Monthly Vehicle Logs	·
	These are logs filled out by the drivers of State vehicles to include: mileage, gas, oil, repairs and maintenance.	Retain for three ( 3 ) years, then destroy. No storage required.
063.	General Correspondence and Administrative Files	·
	Subject arrangement of original incoming letters, copies of outgoing letters, memoranda, reports, studies, surveys, investigations, and legislative reference material, directives and other miscellaneous papers relating to the administration of the State Lottery Agency.	Screen annually. Destroy that material no longer needed for current business.

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_	RECORDS MANAGEMENT DIVISION	
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Agonov	( Continuation Sheet )	Division / Unit AFO
Agency	Maryland State Lottery Agency	Division / Unit AFO Support Services
Item	mary raine deate getterly regalicy	- Capport Cervices
No.	Description	Retention
140.	Description	Retellion
067.	Post Office Permit Accounts	
	These accounts are used to receive and send out mail to Lottery agents, General public and other mailings related to Lottery business.  Business Reply Mail # 17216 ( 3582-A ) 1 st. Class Mail # 9376 ( 3600-R ) Postal Receipts # 9376 ( 1600-R ) Postal Meter Account ( 3602-A )	Retain for three ( 3 ) years, then destroy.
068.	Mail Logs	
	Logs are documentation of all mailings in and out of the agency daily. Subscription Renewals / Adds Certified Mail Incoming Interoffice Mail	Retain for three ( 3 ) years, or until they have been audited. Then destroy.
069.	Mail Contract / Billings	
	These records show amounts and cost on each mailing handled by P.E.P. contracted mailing house to include copies of invoices.	Retain for three ( 3 ) years after termination of contract, then destroy.
070.	Courier Logs / Manifests	
	Bill of Lading (BABN) Shippers Manifest (3841) Daily Instant Tickets (IR226) (MDAWI) U.P.S Forms (2021) Check Warrants (PS1225) In-house Check Log	Retain for three (3) years after termination of contract, then destroy.

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Agency	Maryland State Lottery Agency	Division / Unit AFO Support Services
item No.	Description	Retention
	Description  Stores / Property  Documentation of stores, checks, property, receipts, manifest, logs and computer printouts.  Stores Requisition (M - 132) FMIS - Accounts (FMIS - 3) Direct Purchase Orders (FORM-17) Out of Schedule Requisition Invoice Receipts Property Forms Lottery Check Logs Instant Ticket	Retain for three (3) years, or until they have been audited. Then destroy.

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Maryland State Lottery Agency	Division / Unit Information Technology
Description	Retention
IT. Processing Systems Documentation	
Retained in binders and filed by system: binders may contain various documents such as:	Keep current by periodically removing and destroy that no
Flow charts, Narratives and other material which describes how the processing system operates, and how individual programs within the system interrelate.	longer needed. No storage record storage required.
IT. Processing Programming Documentation	
Retained in binders and filled by program:	Keep current by removing and destroying that material which
Program narrative, program specification input / output flow chart, program source listings, control card layout, and sample output.	has been updated. Programming documentation not used during previous ten (10) years may be destroyed. No record storage required.
Source Listing Backup	
This file consists of computer listings of all programs used by the Lottery agency.	Keep current by removing and destroying old lists after six (6) months. No record storage required.
IT. Processing Request Forms	·
( Pending / Active ) This file contains all request for new data processing systems and programs as well as changes to current data processing systems or programs, and supporting data such as memos and charts.	Retain forms until request have been completed or denied, then place in request forms process file. No record storage required.
	Description  IT. Processing Systems Documentation  Retained in binders and filed by system: binders may contain various documents such as:  Flow charts, Narratives and other material which describes how the processing system operates, and how individual programs within the system interrelate.  IT. Processing Programming Documentation  Retained in binders and filled by program:  Program narrative, program specification input / output flow chart, program source listings, control card layout, and sample output.  Source Listing Backup  This file consists of computer listings of all programs used by the Lottery agency.  IT. Processing Request Forms  ( Pending / Active ) This file contains all request for new data processing systems and programs as well as changes to current data processing systems or programs, and supporting data such as memos and

#### DEPARTMENT OF GENERAL SERVICES Schedule No. 2166 **RECORDS MANAGEMENT DIVISION** RECORDS RETENTION AND DISPOSAL SCHEDULE Page 24 of 28 (Continuation Sheet) **Division / Unit** Agency **Maryland State Lottery Agency** Information Technology Item No. Description Retention 076. IT. Processing Request Forms ( Processed ) This contains all processed requests for new data Screen annually. Destroy that processing systems or programs supporting data. material which is ten (10) years or older. No record storage required. 077. Subscription Tapes This is a series of magnetic tapes which include the Retain for (5) years, then following. destroy. Renewals: Contain list describing which subscriptions have been renewed. Adds: Contain list of added new subscriptions. Changes / Deletes: Contain corrections to present subscription file, adding or deleting subscriptions. 078. Subscription File - MF Ticket Magnetic tapes containing all numbers assigned to Retain for (5) years, then

destroy.

destroy.

destroy.

Retain for (5) years, then

Retain for (5) years, then

subscribers.

**Agent Bonus Tape** 

agent incentive games.

testing changes to current games.

Program Test Tape

Magnetic tape containing information concerning

Magnetic tapes which contain program data used in

079.

080.

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	( Continuation Sheet )	raye 23 01 20
Agency	Maryland State Lottery Agency	Division / Unit Information Technology
item No.	Description	Retention
081.	Lot Backup	
	Magnetic tape which is backup for all program libraries ( disks ).	Retain for ( 5 ) years, then destroy.
082.	Daily / Weekly Computer Schedule Logs	
	Logs are used as tally sheets to insure jobs are completed as scheduled and may include any necessary notations on progress of jobs ran.	Retain for ( 5 ) years, then destroy.
083.	General Correspondence and Administrative Files	
	Subject arrangement of original incoming letters, copies of outgoing letters, memoranda, reports, studies, surveys, investigations, press releases, newspaper clippings and legislative reference material, directives and other miscellaneous papers relating to the administration of the State Lottery Agency.	Screen annually. Destroy that material no longer needed for current business. Retain permanently directives and other material relating to planning and policy that illustrate the development of the State Lottery Agency. Transfer periodically to Maryland State Archives.

## DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION

RECORDS RETENTION AND DISPOSAL SCHEDULE

( Continuation Sheet )

Schedule No. 2166

Page 26

of

	( Continuation Sheet )	
Agency		Division / Unit
	Maryland State Lottery Agency	Public Affairs
item No.	Description	Retention
084.	Picture File of Top Tier Prize Winners	
	Pictures are taken of top tier winners from all games. Pictures are used in different publications,newspapers, and magazines. Pictures and negatives are filed by date and prize amount won by players.	Retain prints and negatives of all annuity winners permanently. Transfer periodically to the Maryland State Archives.
085.	Drawing Records	
	For all records pertaining to all drawings including but not limited to affidavits, ball inspections forms, tabulation papers, media notification lists, ball sequence sheets. Pick 3, Pick 4, Lotto, Keno, Big Game, Cash in Hand, Let It Ride and any other new games.	Retain for ( 20 ) years, then destroy.
086.	Newspaper Clippings	
	Maintain in binders, these clippings document the history of the Maryland State Lottery Agencies and includes general information relating to gaming.	Screen annually, Transfer periodically to the Maryland State Archives.
087.	General Correspondence and Administrative Files	·
	Subject arrangement of original incoming letters, copies of outgoing letters, memoranda, reports, studies, surveys, investigations, press releases, newspaper clippings and legislative reference material, directives and other miscellaneous papers relating to the administration of the State Lottery Agency.	Screen annually. Destroy that material no longer needed for current business. Retain permanently directives and other material relating to planning and policy that illustrate the development of the State Lottery Agency. Transfer periodically to the Maryland State Archives.

### **DEPARTMENT OF GENERAL SERVICES** RECORDS MANAGEMENT DIVISION

Schedule No. 2166

RE	CORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)	Page 27 of 28
Agency	( Communication Sineset)	Division / Unit
,	Maryland State Lottery Agency	Sales Division
Item		
No.	Description	Retention
088.	Agent Files	
	Alphabetically arrangement of folders containing daily surveys, grids, floor plans, agent applications approved or disapproved by the Lottery. All correspondences between the agent and the Lottery. Also contains agreements with agent authorizing them to sell Lottery tickets	Approved and active agent files will be retained in-house until agent becomes inactive, then held for five (5) years, then destroyed.
089.	Agent Complaint Files	
	Case files arranged alphabetically by name of agent, containing complaints which have been submitted against the agent.	Complaints are a permanent part of the agent file. Always stays with file.
090.	General Correspondence and Administrative Files	
	Subject arrangement of original incoming letters, copies of outgoing letters, memoranda, reports, studies, surveys, investigations, press releases, newspaper clippings and legislative reference material, directives and other miscellaneous papers relating to the administration of the State Lottery Agency.	Screen annually. Destroy that material no longer needed for current business. Retain permanently directives and other material relating to planning and policy that illustrate the development of the State Lottery Agency. Transfer periodically to the Maryland State Archives.

Schedule No.

Page 28

of

RE	CORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)	Page 28 of 28
Agency	Maryland State Lottery Agency	Division / Unit  Marketing Division
item No.	Description	Retention
091.	Vendor Contracts	
	Ad Agency - Eisner Communications Instant Ticket Vendor - Oberthur Gaming Technologies	Retain for ( 25 ) years, then destroy.
092.	Working Papers	
	Complete design of each Instant ticket including game constraints, artwork, programming, prize structure, rules, etc.	Retain for ( 25 ) years, then destroy.
093.	Advertising Agency Budgets and Invoices	
	By Media estimate number and production job number. Invoices include estimates, prebills and reconcillations.	Retain for three ( 3 ) years from date of receipt, then destroy.
094.	Weekly Sales and Revenues	
·	Daily and Pool Sales for all games (Online & Instant) Winners File, Maryland Revenue Report, Big Game per Capita and winners.	Retain for three ( 3 ) years from date of receipt, then destroy.
095.	General Correspondence and Administrative Files	
	Subject arrangement of original incoming letters, copies of outgoing letters, memoranda, reports, studies, surveys, investigations, press releases, newspaper clippings and legislative reference material, directives and other miscellaneous papers relating to the administration of the State Lottery Agency.	Screen annually. Destroy that material no longer needed for current business. Retain permanently directives and othe material relating to planning and policy that illustrate the Agency. Transfer to Mah

		· -			
**************************************	DEPARTMENT OF GENERAL SERVICES	·	AGENCY RECORDS INVENTORY		
MEMISED RECORD SERIES. FORWARD WITH RECORDS RETENTION	RECORDS MANGEMENT DIVISIO	N			
<b>∌CHEDULE (DGS 550-1)</b>	7275 WATERLOO ROAD		Page 1 of 22		
	P.O. BOX 275 - JESSUP, MARYLAND 2	0794			
1 DEPARTMENT / AGENCY	2. DIVISION	1	3. UNIT		
Maryland State Lottery Agency	Executive		Commission		
DEFINITION - Record Series - A group of related re-	ords normally filed and used as a unit reference as we	Il as retention and o	disposition purposes.		
A RECORD SERIES TITLE  Lottery Commission	· •		5. EARLIEST YEAR / LASTEST YEAR 1973 TO 2001		
Hearings ( Audio Ta Subject arrangement of origina	Meeting Minutes and Appeal	going letters	s, memoranda,		
√2 +4√2 -3			·		
7. Record series format (s)	8. RECORD SERIES SEQUENCE	9. VOLUME			
X Letter Size Microfilm Legal Size Computer Tape	<u>X</u> <u>Δlobabetical</u> Numerical		File Drawer (s)  Microfilm Reel (s)  Computer Tape (s)  Other (Specify)		
Gound Book Floppy Disk  X Audio Tapa Video Tape  Other (Specify)	X Chronological Geographical Other (Specify)		CUMULATION  File Orawer (s)  Microfilm Ree(s)  Computer Tape (s)  Other (Specify)		
11 FILE IS USED	12. FILE BECOMES INACTIVE AFTER				
Daily Weekly <u>X</u> Months	3 Number	Months	X Years		
13. CURRENT LOCATION (s) (Bldg,Floor,Room Lottery headquarters	14. IS RECORD SERIES DUPLICATED ELSEWHER Yes	RE 7 ( If yes, specify	agency or office )  No X		
15. ACCESS RESTRICTIONS (If yes, cite law (s) & regulation (s)  Yes X No	16. AUDIT REQUIREMENTS  X None	State	Federal <u>Independent</u>		
17. IS AN INOEX SYSTEM USED ? (If yes, explain brefly and describe any hardware/software)  Yes X No	18. RECOMMENDED RETENTION . Retain Perma	nently			
19. NAME AND TITLE OF PREPARER  Arthur E. Tolson Jr	20. TELEPHONE NUMBER 21. DATE 08/31/01				

										-	
INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)				DEPAR'	TMENT OF GENE	AGENCY	AGENCY RECORDS INVENTORY				
				f	RECORDS MANG						
				ļ	7275 WATER	LOO ROAD		Page	2	of	22
				Ρ	O. BOX 275 - JESS	UP, MARYLAND 20	794	<u> </u>			
1. DEPARTME	ENT / AGENCY			2. DIVISION				3. UNIT			
	Maryland State L	ottery Agency	<u>,                                    </u>	<u> </u>	Executive			Director			
	DEFINITION - Reco	ord Series - A g	roup of related reco	ords normally file	ed and used as a ur	it reference as well	l as retention an	d disposition purpo	568.		
4. RECORD SERIES TITLE  Lottery Director								5. EARLIEST YE	AR / LAS1 TO		2001
6. RECORD	Subject are studies, re	Lottery D operation rangement ports, dir	irector's Gens of the Lo	eneral Cont ttery.	respondenc g letters, co	e, reports c pies of outg	oncerning		nda,		
	•	erations.									
7. Record se	nes format (s)			8. RECORD SE	RIES SEQUENCE		9. VOLUME	_			
ı,						·	X	File Drawer (s) Microfilm Reel (s) Computer Tape (s)			
X	Latter Size		Microfilm	ļ <u>x</u>	Alphahetical		13cf	Other (Specify)			
	Legal Size	Com	puter Tape		Numerical	i	Number	=	<del></del>		
	Bound Book		Floppy Disk	×	Chronological			CCUMULATION			
	Audio Tape		Video Tape	1	Geographical		X	File Drawer (s)			
	Other (Spec:fy)		<del>_</del>		Other (Specify)			Microfilm Reel (s	)		
				j				Computer Tape (	51		
							14cf	Other (Specify)			
							Number			<u>.</u>	
11. FILE IS	USED	•		12. FILE BEG	COMES INACTIVE A	FTER					
Daily	Weekly	<u>x</u>	Months	3 Number	_		Months	<u>x</u>	<u> Loars</u>		
13. CURRENT LOCATION (s) (Bldg,Floor,Poom  Lottery headquarters			14. IS RECORD SERIES DUPLICATED ELSEWHERE ? ( If yes, specify agency or office )  Yes No. X					<del>, , , , , , , , , , , , , , , , , , , </del>			
16 1000	C DECEMBER 1	'- '		40 411-1-				<del>-,</del>			
15. ACCES	S RESTRICTIONS ( If		No.	16. AUDIT R	EQUIREMENTS None		State	Federal			Independen
1	NDEX SYSTEM USED		n crefly and	18. RECCMI	MENDED RETENTION	ON .				·	
describe any hardware/software) Yes X No						Retain (3) yea	rs				
19, NAME A	AND TITLE OF PREPA	RER	· • • • • • • • • • • • • • • • • • • •	20. TELEP	HONE NUMBER			21. DATE		<del></del>	
Arthur E. To son Ur				1		(410) 318-6844		1	08/31/0		

METDI ICTIONS	** TYDE OD ODINT A	SEDADATE COPM	FOR FACH	DEPARTI	MENT OF GENEI	RAL SERVICES		Acrum	BECCAS	un/Eure	New 1
INSTRUCTIONS ** TYPE OR PRINT A SEPARATE FORM FOR EACH					AGENCY	AGENCY RECORDS INVENTORY					
REVISED RECORD SERIES, FORWARD WITH RECORDS RETENTION			RECORDS MANGEMENT DIVISION				Page	3	of	22	
SCHEDULE (OGS 550-1)				7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794					-		
1. DEPARTMENT / AGENCY				2. DIVISION				3. UNIT	<del></del>		
VEFARINE		Lottery Agency	,		Executive			i	Attn:Gene	eral	
				ords normally filed		t reference as well	as retention an	d disposition purpo			<del>-</del>
4 RECORDS	SERIES TITLE							5. EARLIEST YE		EST YEAR	₹
-, 11201100		Attn:Gen	eral	•				1973	то		2001
6. RECORD S	SERIES DESCRIPTION	ON ( Briefly descr	ibe the types of info	ormation / docume	ents / forms found	in the Series Incl	ude the purpose	or function of the	Series )	***	
	studies, r	closed lit	igations. it of origina	l incoming	letters, cop	ies of outg	oing lette	ic inquires a rs, memora ninistration	nda,		
		at the state of th									
7. Record se	ries format (s)		_	8. RECORD SER	IES SEQUENCE		9. VOLUME				
							X.	File Orawer (s)			
								Microfilm Reel (s)	ı		
1								Computer Tape (	3)		
<u>x</u>	Latter Size		Microfilm	x	Mphahetical		13cf	Other (Specify)			
	Legal Size	Com	puter Tape		Numerical		Number	· · ·			·
	Bound Book		Floppy Disk		Chronological		10. ANNUAL	CCUMULATION			
1	Audio Tape		Video Tape		Geographical		<u>x</u>	File Drawer (s)			
	Other (Specify)		<del></del>		Other (Specify)			Microfilm Reel (s	)		
ł								Computer Tape (	5)		
]							49cf	Other (Specify)			
							Number				
11. FILE IS	USED			12. FILE BECC	OMES INACTIVE AF	TER					
Carly	Weekly	<u>x</u>	Monthly	3			Months	·. <u>x</u>	Years		
	<u> </u>			Number	<b></b>			_			
13. CURRE	NT LOCATION (s) (I Lottery he	Bidg,Floor.Room adquarters		14. IS RECOR	D SERIES DUPLICA		E ? ( if yes, spec	ity agency or office ملا	) <u>Z</u>	<u> </u>	
15. ACCES	S RESTRICTIONS (	If yes, cite law (s	& regulation (s)	16. AUDIT RE	QUIREMENTS						
	Yes	_ <u>x</u>	No	<u>x</u>	None .		State	Federal			Indepense
17. IS AN I	NDEX SYSTEM USE	D ? (If yes.explaii	n brefly and	18. RECCMM	ENDED RETENTIO	N					
descrit	be any hardware/s	oftware)				Retain (3) year	rs with the exc	eption of Agent li	ensing f	iles	
	Yes		No					es are retaine	-		
19. NAME A	AND TITLE OF PRE	PARER		20. TELEPH	ONE NUMBER		· ·	21. DATE			
	Arthur E. To	son Jr		1		(410) 318-6844		1	08/31/01		•

DESTRUCTIONS **	TYPE OR PRINT A SEPA	RATE FORM FOR EACH	DEPARTMENT OF GENERAL SERVICES AGENCY RECORDS INVENTO					TORY		
REVISED RECOR	D SERIES. FORWARD WIT	TH RECORDS RETENTION	RECORDS MANGEMENT DIVISION							
SCHEDULE (DGS 550-1)				7275 WATERLO	O ROAD	Page	4 of	22		
_			P.	O. BOX 275 - JESSUI	, MARYLAND 20794			_		
1. DEPARTMEN	IT / AGENCY		2. DIVISION	· · · · · · · · · · · · · · · · · · ·		3. UNIT				
<del></del>	Maryland State Lotti	ery Agency		Executive			Personnel			
		Series - A group of related reco	rds normally file	d and used as a unit	reference as well as retention	n and disposition ourse	3543.			
▲ RECORD SE							AR / LASTEST YE	AR		
		rsonnel				1976	TO	2001		
							•			
5. RECORD SE	ERIES DESCRIPTION ( B	inefly describe the types of infe	ormation / docum	nents / forms found in	the Series Include the purp	oose or function of the	Series )			
	Personnel file	es, record leave ca	rds, earne	d / used / bo	rrowed / lost and	balances.				
ı										
	•	ngement of origina	-	•		•				
	•	rts, directives, pol	icies and o	other materia	is related to the a	dministration	of the			
	Lottery opera	ations.								
	* 25.									
			T			_				
T. Record serie	es format (s)		8. RECORD SE	RIES SEQUENCE	9. VOLUM		•			
					X	File Orawer (s)				
			1			Microfilm Reel (s	)			
						Computer Tape (	5)			
×	Latter Size	Microfilm	X	Alcoahetical	17.5cf	Other (Specify)				
1	Logal Size	Computer Tape	}	Numerical	Numbe	r				
×	Bound Book	Floppy Disk	X	Chronological	10. ANNU	AL ACCUMULATION				
	Audio Tane	Video Tape		Geographical	×	File Orawer (s)				
×	Other (Specify) Co	mouter	}	Other (Specify)		'Aicrofilm Reel (s	)			
						Computer Tape (	5)			
					28cf	Other (Specify)				
					Numbe	и				
-1 FILE IS US	SED		12. FILE BEC	OMES INACTIVE AFT	ER					
						• •				
Daily	Weekly	X Apouthly	10		Months	<u>x</u>	Zears			
			'+umber		<u> </u>					
13. CURREN	T LOCATION (s) (Bldg,F	Floor,Room	14 S.RECOR	RD SERIES DUPLICA	TED ELSEWHERE ? ( If yes, s	pecify agency or office	j	<del></del>		
1	Lottery headq			Yes	,	מני	, <u>x</u>			
į	,						<del>-</del>			
'5 ACCESS	RESTRICTIONS / IF was	. cite law (s) & regulation (s)	15 211017 01	EQUIREMENTS						
3. ACCESS	. ,	•	.5 AUDIT RE		<b>8</b> .	Enda1		ت ا		
1 -	Yes	<b>A</b> O		None	State	Federal		Independer		
	DEV 0.00TEL					-	<del>=</del>			
I		f yes, explain brefly and	13. RECOMM	NOITNETER CEDNE						
describe	any hardware/softwa		Retain ( 3 ) years with the exception of Record Cards ( 10 ) years					5		
1	Yes	<u>x</u> γα	1	Personnel Files	Indefinitely					
<u> </u>			<del> </del>			· <del></del>				
19, NAME AN	O TITLE OF PREPARE	₹	20. TELEPH	HONE YUMBER		21. DATE				
	Arthur S. Tolson Ur			(410) 318-6844 08/31/01						

STRUCTIONS	** TYPE OR PRINT A SEPARATE	FORM FOR EACH	DEPARTMENT OF GENERAL SERVICE	s	AGENCY	RECORDS INV	ENTORY
REVISED RECO	ORD SERIES. FORWARD WITH REC	CORDS RETENTION	RECORDS MANGEMENT DIVISI				
SCHEDULE (DO			7275 WATERLOO ROAD	Page	5 (	of 22	
-	·		P.O. BOX 275 - JESSUP, MARYLAND	20794	•		
. OEPARTME	ENT / AGENCY		2. DIVISION		3. UNIT		
	Maryland State Lottery Ag	gency	Executive			Procurement	
			ords normally filed and used as a unit reference as w	vell as retention and	disposition purp	2505.	
4. RECORD S					5. EARLIEST YE		YEAR
		itive Procureme	ent ,		1991	TO	2001
	•		•				
6. RECORD	SERIES DESCRIPTION ( Briefly	describe the types of infe	ormation / documents / forms found in the Series In	clude the purpose	or function of the	Series )	
	Lottery R.F.P.'s,	, I,F,P.'s and co	ntracts greater than ( \$ 25,000.0	0)			
	Obia.a4 aa.a.a.a.a.		lincomina lettera conice of cut				
		_	l incoming letters, copies of out icies and other materials related				
	Lottery operation	· •	icles and other materials related	a to the adm	inistration	or the	
	Lottery Operation	113.					
	•						
	49						
	* 6						
7. Record se	ries format (s)		8. RECORD SERIES SEQUENCE	9. VOLUME			<del></del>
7. 1100010 30	ino rottilet (5)			X	File Orawer (s)	•	
				-	Microfilm Reel (s		
					Computer Tape (		
. <b>x</b>	Lamas Cias	Microfilm	X Nonabetical	40-4		3)	
=	Letter Size	Computer Tape	Numerical	18cf Number	Other (Specify)		
x	Legal Size						
2	Bound Book	Floppy Disk		10. ANNUAL AC			
	Audio Tapa	Video ⊺ape	Geographical	_	File Drawer (S)		
	Other (Specify)		Other (Specify)	-	Microfilm Reel (s		
			İ		Computer Tape (	•	
			]	18cf	Other (Specify)		
		<del></del>	<u> </u>	Number	<del> </del>		
11. FILE IS	USED		12. FILE BECOMES INACTIVE AFTER				
					44		
Daily	Weekly	X Monthly	10	Months	<u>x</u>	Years	
		<del></del>	Number	<del></del>			
13. CURRE	NT LOCATION (s) (Bldg,Floor.F		14 'S RECORD SERIES DUPLICATED ELSEWHE	RE ? ( If yes, specif	y agency or office	• )	
1	Lottery headquarte	ers	Yes		No	x	
		<u> </u>					
15. ACCES	S RESTRICTIONS ( If yes, cite )	aw (s) & regulation (s)	16 AUDIT REQUIREMENTS				
×	Yes	a	None <u>X</u>	State	Federal	<u>x</u>	Independer
			<u> </u>				
17. IS AN II	NDEX SYSTEM USED ? (If yes,e	explain brefly and	18. RECOMMENDED RETENTION				
describe any hardware/software)			18. RECOMMENDED RETENTION  Retain ( 10 ) years				
uescni		<u>X</u> No	Neumi (10)	, -ui 3			
	Yes	ملا 4					
10			20. 751 501/01/5 1111/055				
19. NAME A	AND TITLE OF PREPARER		20. TELEPHONE NUMBER		21. DATE		
ı	Arthur E. Tolson Jr		(410) 318-684	14	1	08/31/01	

			DEBARTMENT OF CO.	EDAL OFFICE				
INSTRUCTIONS	TYPE OR PRINT A SEPA	RATE FORM FOR EACH	DEPARTMENT OF GEN		•	AGENCY	RECORDS INVI	NTORY
REVISED RECO	ORD SERIES, FORWARD WI	TH RECORDS RETENTION	RECORDS MAN	GEMENT DIVIS	ION	Do		4 22
SCHEDULE (DO	GS 550-1)	•	3	RLOO ROAD		Page	6 o	f 22
			P.O. BOX 275 - JES	SUP, MARYLAND	20794			
1. DEPARTME	ENT / AGENCY	_	2. DIVISION		<b>.</b>	3, UNIT		
	Maryland State Lott		Executive	- <del> </del>	t		1.B.E.	
		Series - A group of related rec	ords normally filed and used as a	unit reference as v	vell as retention and			
4. REGORD S	SERIES TITLE Mi	nority Business E	nterprise			5. EARLIEST YEA	TO	2001
6. RECORD S			ormation / documents / forms four			or function of the S	eries )	
	=	orts, directives, po ations.	I incoming letters, co licies and other mate	•				
	-·	`	Υ	i	<del></del>			
7. Record se	nes format (s)		8. RECORD SERIES SEQUENCE		9. VOLUME	Eile Drawer (s) Microfilm Reel (s) Computer Tape (s	1	
<u>x</u>	Letter Size	Microfilm	X Alphabetical		22cf	Other (Specify)	•	
_	Legal Size	Computer Tape	Numerical		Number			<del>-</del>
×	Bound Book	Floppy Disk	Chronological		10. ANNUAL AC	CUMULATION		
}	Audio Tape	Video Tape	Geographical		×	File Drawer (s)		
1	Other (Specify)		Other (Specify	·		Microfilm Reel (s)		
						Computer Tape (	1	
					22cf	Other (Specify)		
					Number	·		
11. FILE IS	JSEO		12. FILE BECOMES INACTIVE	AFTER				
						., .		
Daily	Wee≠t.	X Monthly	Ś Number		Months	<u> </u>	Years	
13. CURRE	NT LOCATION (\$) (Bldg,f Lottery headq		14. IS RECORD SERIES DUPL	CATED ELSEWHE	ERE ? ( If yes, specif	y agency or office	<u>x</u>	
15. ACCES	S RESTRICTIONS ( If yes	cite law (s) 3 regulation (s)	16. AUDIT REQUIREMENTS		·····			
X	Yes ·		None	<u>x</u>	State	Federal	X	Independe
17. IS AN I	NCEX SYSTEM USED 7 (II	yes,explain prefly and	18. RECOMMENDED RETENT	ION				
1	be any hardware/softw			Fiscal report	ts (5) years			
3330111	Yes			All others ( 3		•		
19. NAME A	AND TITLE OF PREPARE	₹	20. TELEPHONE NUMBER			21. DATE	·	
	Arthur E. Tolson	Jr	1	(410) 318-68	44		08/31/01	

			·			
SISTRUCTIONS ** TYPE OR PRINT A SEPARATE FORM FOR EACH	DEPARTMENT OF GENERAL SERVICES		AGENCY F	RECORDS IN	VENTORY	
REVISED RECORD SERIES, FORWARD WITH RECORDS RETENTION	RECORDS MANGEMENT DIVISIO	N '		-		
SCHEDULE (DGS 550-1)	7275 WATERLOO ROAD		Page	7	of 2	2
	P.O. BOX 275 - JESSUP, MARYLAND 20	794				
1. DEPARTMENT / AGENCY	2. DIVISION		3. UNIT			
Maryland State Lottery Agency	Executive		S	ecurity		
DEFINITION - Record Series - A group of related reco	ords normally filed and used as a unit reference as we	If as retention and	disposition purpor	ies.		
4. RECORD SERIES TITLE  Security Cases			5. EARLIEST YEA 1998			2001
Geounty Gases			1330	то	<u></u>	.001
& RECORD SERIES DESCRIPTION ( Briefly describe the types of info	ormation / documents / forms found in the Series Inc.	lude the numose o	r function of the S	eries )		
2.12-0.10 52-112-0 52-112-112-112-112-112-112-112-112-112-1				,		
Security Investigative Files, The	eat Files .					
	li			4 _		İ
	l incoming letters, copies of outg		-			ĺ
Lottery operations.	icies and other materials related	to the admi	inistration (	or the		ĺ
Lottery operations.						
×						
7. Record series format (s)	8. RECORD SERIES SEQUENCE	9. VOLUME				
·	ļ	×	File Drawer (s)			
	1		Microfilm Reel (s)	•		
		•	Computer Tape (s	)		
X Letter Size Microfilm	Alphabetical	9cf	Other (Specify)		<del></del>	
Legal Size Computer Tape	X Numerical	Number				
Sound Book Floppy Disk	Chronological	10. ANNUAL AC	CUMULATION			
<u>Audio Fane</u> Video Tape	Geographical	×	File Drawer (s)			
Other (Specify)	Other (Specify)	-	Microfilm Reel (s)			
		Í	Computer Tape (s	ı		
,	ļ	25cf	Other (Specify)	<del> </del>	<del></del>	
		Number				
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER					
			· . <u>x</u>			
Daily .Veekly X Monthly	3	Months	4	Years		
	Number					
13. CURRENT LOCATION (s) (Blag,Floor,Room	14. IS RECORD SERIES DUPLICATED ELSEWHER	E ? ( If yes, specify	•			
Lottery headquarters	Yes		ŊO	x		
15. ACCESS RESTRICTIONS (If yes, tite law (s) & regulation (s)	16. AUDIT REQUIREMENTS		<b>5</b>	¥		
<u>X</u> Yes No.	None X	State	Federal	x	ملہ	rdependen
17 IS AN INDEX SYSTEM USED ? (If yes,explain brefly and	18. RECOMMENDED RETENTION					
describe any hardware/software)	. Threat Files (3	•				
Yes X No	Investigative F	iles (1) year				
	<del>                                     </del>		r			
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER		21. DATE			
Arthur E. Tolson Jr	(410) 318-6844	ļ	1	08/31/01		

					<del></del>		
MINISTRUCTIONS "TYPE OR PRINT A SEPA	ARATE FORM FOR EACH	DEPARTMENT OF GENER			AGENCY	RECORDS INVE	VTORY
MEVISED RECORD SERIES. FORWARD WI	TH RECORDS RETENTION	RECORDS MANGE		UN	Page	8 of	22
SCHEDULE (DGS 550-1)		7275 WATERL		20704	Page	<b>6</b> 01	22
1. DEPARTMENT / AGENCY		P.O. BOX 275 - JESSU 2. DIVISION	F, MARTLAND	441.34	3. UNIT		
Maryland State Lott	terv Agency	Executive			1	AFO ( Administ	ration
		ords normally filed and used as a unit	reference as w	reil as retention a			
4. RECORD SERIES TITLE				····	5. EARLIEST YE		EAR
Ad	dministration AFO				1997	то	2001
<u></u>	<u> </u>				<u> </u>		
6. RECORD SERIES DESCRIPTION (	Briefly describe the types of inf	ormation / documents / forms found i	n the Series In	nclude the purpos	e or function of the S	Series )	
Administrati	ve Contract Files F	Bond-Insurance Policy	Files Ru	daet Estim	ates Everut	ive Plan	
Administrati	ve Contract i nes, t	oniu-misurance Foncy	riies, bu	uget Estiiii	ales, Execut	NAC LIGHT	
	•				•		
Subject arra	ngement of origina	I incoming letters, cop	ies of out	tgoing lette	ers, memorai	nda.	
,	•	icies and other materia		•		-	
Lottery oper		•					
	•						
+34							
*41							
	·			T			
7. Record senes format (s)		8. RECORD SERIES SEQUENCE		9. VOLUME			
					File Drawer (s)		
					Microfilm Reel (s)		
X Letter Size	Microfilm	X Alphabetical		0.54	Computer Tape (s	31	
1	Computer Tape	Alphabetical Numerical		8.5cf Number	Other (Specify)		-
Legal Size Bound Book	Floppy Disk	Chronological	-		ACCUMUN ATION		<del></del>
Audio Tapa	Video Tape	Geographical		X X	ACCUMULATION  Eile Drawer (s)		
1	video rape	Other (Specify)		-			
Other (Specify)		Other (Specify)		-	Microfilm Reei (s)		
				10.54	, .	<b>5</b> 1	
1				10.5cf	Other (Specify)		-
11. FILE IS USED		12. FILE BECOMES INACTIVE AF	TER	, wante			
11. FIGE 13 53E0		TE. FICE BECOMES MACHINE AF	, ck				
Daily Weekly	X Monthia	5		Months	<u><b>x</b></u>	Years	
Dany		Number		.nonnrs	_	IFAIS	
13. CURRENT LOCATION (5) Bldg,	Finar Room	14. IS RECORD SERIES DUPLICA	TED EL SEWHE	RE 7 ( If yes, spec	city agency or office	1	
Lottery headq		Yes		.AC : ( 11 yes, see	Ma	<u>×</u>	
,	,-	193			<u></u>	=	
15. ACCESS RESTRICTIONS (1) yes	s, cite law (s) & regulation (s)	16. AUDIT REQUIREMENTS					
<u>X</u> Yes	•	None	<u>x</u>	State	Federal	<u>x</u>	Independen
			-		. 040101	_	
17. IS AN INDEX SYSTEM USED 7 (	If yes explain profly and	18. RECOMMENDED RETENTION					
1				an / 5 \ unn			
describe any hardware/softw	v		Executive Pla				
Yes	X No		All others ( 3	( years			
					T	·	<del></del>
19. NAME AND TITLE OF PREPARE	:R	20. TELEPHONE NUMBER			21. DATE		
Andreas C Trans	10		(440) 240 00.	4.4		00/24/04	

NSTRUCTIONS ** TYPE OR PRINT A SEPARATE FORM FOR EACH	DEPARTMENT OF GENERAL SERVIC	ES	AGENCY RE	CORDS INVENT	ORY
EVISED RECORD SERIES, FORWARD WITH RECORDS RETENTION	RECORDS MANGEMENT DIVIS	SION			
CHEDULE (DGS 550-1)	7275 WATERLOO ROAD	ł	Page	9 of	22
	P.O. BOX 275 - JESSUP, MARYLAND	20794			
DEPARTMENT / AGENCY	2. DIVISION	·	3. UNIT		
Maryland State Lottery Agency	Administration, Finance & Ope	erations	Int	ernal Auditor	
DEFINITION - Record Series - A group of related	records normally filed and used as a unit reference as	well as retention and	disposition purpose	rs	
RECORD SERIES TITLE Internal Audit	·		5. EARLIEST YEAR 1994	TO	2001
RECORD SERIES DESCRIPTION ( Briefly describe the types of	f information / documents / forms found in the Series	Include the purpose o	or function of the Se	ries )	
	nal incoming letters, copies of ou policies and other materials relate				
Record series format (s)	8. RECORD SERIES SEQUENCE	9. VOLUME			
X Letter Size Microfilm	X <u>Alphabetical</u> X Numerical	<u>X</u> 4.0cf	Eile Orawor (s) Microfilm Reel (s) Computer Tape (s) Other (Specify)		
Legal Size Computer Tape  Sound Book Floppy Dis		Number 10. ANNUAL AC			
Bound Book Floppy Disi	Chronological  Geographical  Other (Specify)	X Scf	Eile Drawer (s) Microfilm Reel (s) Computer Tape (s) Other (Specify)		
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	1			
ally Weekly <u>X</u> Month	2 7 Number	Months	<b>X</b> x	cars	
13. CURRENT LOCATION (s)+Bldg,Floor,Room Lottery headquarters	14. IS RECORD SERIES DUPLICATED ELSEWHY		y agency or office (		
	Marketing & Finance Division	ons			
15. ACCESS RESTRICTIONS - fiyes, cite law (s) & regulation  X Yes No	16. AUDIT REQUIREMENTS  None X	State	Federal	x	<u> Indepe</u>
17. IS AN INDEX SYSTEM USED ? (If yes,explain brefly and describe any hardware/software)  Yes X Mo	18. RECOMMENDED RETENTION Internal Au All others (	dits Retain(7)year 3(years	rs.		
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER		21. DATE	<u>,</u>	

MATRICTIONS	S ** TYPE OR PRINT A SEPAR	RATE FORM FOR EACH	DEPARTMENT OF GENERAL SERVICE	ES	AGENCY	RECORDS	INVENTO	RY
REVISED RECO	ORD SERIES, FORWARD WITH	H RECORDS RETENTION	RECORDS MANGEMENT DIVI	SION			-	
SCHEDULE (DO	G\$ 550-1)		7275 WATERLOO ROAD		Page	10	of	22
			P.O. BOX 275 - JESSUP, MARYLAN	D 20794				
. DEPARTMI	ENT / AGENCY		2. DIVISION		3. UNIT			
	Maryland State Lotte	ry Agency	Administration,Finance & Op	erations	F	rocureme	ent/Purch	nasing
	DEFINITION - Record S	series - A group of related reco	erds normally filed and used as a unit reference as	well as retention and	l disposition purpo	508.		
4. RECORD	SERIES TITLE AF	O Procurement / P	urchasing		5. EARLIEST YE	AR / LASTE TO	ST YEAR	2001
6. RECORD			ormation / documents / forms found in the Series					
	•	rts, directives, pol	I incoming letters, copies of or icies and other materials relate	•	•			
		·	La constant de la con	1				
7. Record se	eries format (s)	·	8. RECORD SERIES SEQUENCE	9. VOLUME	File Drawer (s) Microfilm Reel (s) Computer Tape (s	4		
X	Letter Size	Microfilm	X Alphabetical	9cf	Other (Specify)	•		
	Legal Size	Computer Tape	X Numerical	Number	(,,			
x	Bound Book	Floppy Disk	Chronological	10. ANNUAL A	CCUMULATION		*	
	Audio Tane	Video Tape	Geographical	×	File Drawer (s)			
	Other (Specify) Cor	nputer	Other (Specify)		Microfilm Reel (s			
		<del></del>			Computer Tape	<b>;</b> }		
				11cf	Other (Specify)			
				Number	-			
11. FILEIS	USED		12. FILE BECOMES INACTIVE AFTER					
Daily	Weekly	X Monthia	Number	Months	<u>x</u>	Years		
13. CURRE	ENT LOCATION (5) (Bldg,F Lottery headqu		14. IS RECORD SERIES DUPLICATED ELSEW	•	fy agency or office <u>ਪ</u> ਨ	×		
15. ACCES	SS RESTRICTIONS ( If yes,	cite law (s) & regulation (s)	16. AUDIT REQUIREMENTS  None X	State	Federal	<u>x</u>		Independ
	INDEX SYSTEM USED ? (If tibe any hardware/softwa Yes	re)	18. RECOMMENDED RETENTION Retain (3)	years				
19. NAME	AND TITLE OF PREPARER		20. TELEPHONE NUMBER	•	21. DATE			······································
	Arthur E. Toison	1-	(410) 318-6	:044	I	08/31/01		

	A # 1998 CO	ATE CODY COS SAC:	DEBAG	TMENT OF GENE	DAI SEDVACE	e	1			
	9 TYPE OR PRINT A SEPAR						AGENCY	RECORDS IN	IVENTOR	ιΥ
REVISED RECO	ORD SERIES. FORWARD WITH	1 RECORDS RETENTION	'	RECORDS MANG		UN	Poss.	44	-6	22
SCHEDULE (DO	GS 550-1)		_	7275 WATER		20704	Page	11	of	22
				.O. BOX 275 - JESS	UP, MARYLAND	20794				
1. DEPARTME	ENT / AGENCY	_	2. DIVISION		<b></b>	_	3. UNIT	_		
· · · · · · · · · · · · · · · · · · ·	Maryland State Lotte				Finance & Oper			Seneral Acc	ounting	
		eries - A group of related reco	ords normally file	ed and used as a u	it reference as w	eil as retention an	1			
4 RECORD S	SERIES TITLE Ge	neral Accounting					5. EARLIEST YE. 1996	AR / LASTES	T YEAR	2001
6. RECORD	Miscellaneous computer ger Subject arran studies, repo	gement of originarts, directives, pol	rds,Speci ounting of	al accounts the Lottery	Daily liabil accounting	lities,Audit g system. going lette	reports and	nda,		
	Lottery opera	tions.								
7. Record se	eries format (s)		8. RECORD SE	RIES SEQUENCE		9. VOLUME				
<u>x</u>	Letter Size	Microtism	×	Alphanetical		<u>X</u>	Eila Drawer (s) Microfilm Reel (s) Computer Tape (s) Other (Specify)			
	Logal Size	Computer Tape	×	Numerical		Number				
<u>x</u>	Bound Book  Aurtio Tape  Other (Specify) Con	Flopby Disk Video Tape oputer	×	Chronological Geographical Other (Specify)		10. ANNUAL A X  147cf  Number	ACCUMULATION  Eila Drawer (s)  Microfilm Reel (s)  Computer Tape (s)  Other (Specify)			
11. FILE IS	USED		12. FILE BE	COMES INACTIVE A	FTER	Number	<u> </u>	<u>-</u>		
Daily	Weekly	X Bouthly	3 Number			Months	<u>x</u>	Years		
13. CURRE	ENT LOCATION (s) (Bldg,Fi Lottery headqu		14. IS RECO		ATED ELSEWHE	, , , ,	alfy agency or office	<u>x</u>		
:5. ACCES	SS RESTRICTIONS ( If yes.	cite law (s) & regulation (s)	16. AUDIT R	EQUIREMENTS						
x	Yes	No.		None	x	State	Federal	x		!ndepend
li .	INDEX SYSTEM USED 7 (If ibe any hardware/softwa Yes	re)	18. RECOM	MENDED RETENTIO	Monthly Reports	orts ( 10 ) years s ( 7 ) years ports ( 3 ) years				
10 NAME	AND TITLE OF OPERATOR		20 751 55	HONE NUMBER	an ounds re	Sores ( 3 ) years	21. DATE			
I IS. NAME	AND TITLE OF PREPARER		10. IELEP	HORE HUMBER			I LONIE			

<b>ESTRUCTIONS</b>	TYPE OR PRINT A SEPA	RATE FORM FOR EACH	DEPARTMENT OF GENERAL SE	RVICES	AGENCY F	ECORDS INVI	NTORY
REVISED RECO	RD SERIES. FORWARD WI	TH RECORDS RETENTION	RECORDS MANGEMENT	DIVISION			
SCHEDULE (DG		_	7275 WATERLOO RO	AD	Page	12	of 22
			P.O. BOX 275 - JESSUP, MAR	YLAND 20794			
. DEPARTME	NT / AGENCY		2. DIVISION		3. UNIT		
	Maryland State Lott	ery Agency	Administration, Finance	& Operations	F	inance	
	DEFINITION - Record	Series - A group of related re	cords normally filed and used as a unit refere	nce as well as retention an	d disposition purpo	165.	
4. RECORD S		nance			5. EARLIEST YEA 1995	R/LASTEST	YEAR 2001
6. RECORD S	SERIES DESCRIPTION (	Briefly describe the types of i	nformation / documents / forms found in the S	eries Include the purpose	or function of the S	eries )	
	Witholding T	ax Forms,Credit f	Memorandums and Miscella	neous accountir	ng records.		
			al incoming letters, copies of				
	•		olicies and other materials re	elated to the adn	ninistration (	of the	
	Lottery oper	ations.					
	*#\$	(%) #1 첫					
	<del> </del>		<u> </u>	<del></del>			
7. Record ser	ries format (s)		8. RECORD SERIES SEQUENCE	9. VOLUME	-		
			·	×	<u> File Drawer (s)</u>		
ı			İ	Ì	Microfilm Reel (s)		
					Computer Tape (s	)	
×	Letter Size	Microfilm	X Alphabetical X Numerical	66cf	_Other (Specify)		
	Logal Size	Computer Tape		Number			<del></del>
X	Bound Book	Floppy Disk	Chronological	1	ACCUMULATION		
	Audio Tape	Video Tape	Geographical	×	Eile Drawer (s)		
	Other (Specify) Co	imputer	Other (Specify)		Microfilm Reel (s)		
i			1	1	Computer Tape (s		
ĺ				185cf	Other (Specify)		_
<b></b>			<del></del>	Number		<del></del> ·	
11. FILEIS I	USED		12. FILE BECOMES INACTIVE AFTER				
ĺ		•			·.		
Daily	Weekly	X Monthly	66	Months	X	PACS	
			Number			-	<del></del>
13. CURRE	NT LOCATION (s) (Bldg,		14. IS RECORD SERIES DUPLICATED EI	LSEWHERE ? ( If yes, spec	ify agency or office		
	Lottery headq	uaners	Yes	<del></del>	МФ	<u>x</u>	
-							
15. ACCES	S RESTRICTIONS ( if yes	s, cite law(s) & regulation (s)	16. AUDIT REQUIREMENTS				
15. ACCESS	S RESTRICTIONS ( if yes	•	16. AUDIT REQUIREMENTS None	X State	Federal	x	<u>ladependen</u>
X	Yes	No.		X State	Federal	x	Lindependen
X 17. IS AN IN	Yes	No.	None  18. RECOMMENDED RETENTION			X	<u>lodependen</u>
X 17. IS AN IN	Yes  NDEX SYSTEM USED ? { be any hardware/softw	Nio.  If yes.explain brefly and vare)	None  18. RECOMMENDED RETENTION  Without the control of the co	olding Tax Forms (6) ye		x	<u>independen</u>
X 17. IS AN IN	Yes	No.	None  18. RECOMMENDED RETENTION  Without the control of the co			<u>x</u>	<u>independen</u>
X 17. IS AN IN . describ	Yes  NDEX SYSTEM USED ? { be any hardware/softw	No  If yes, explain brefly and vare)  X No	None  18. RECOMMENDED RETENTION  Without the control of the co	olding Tax Forms (6) ye		X	independen

INSTRUCTIONS ** TYPE OR PRINT A SEPARATE FORM FOR EACH	DEPARTMENT OF GENERAL SERVICES		AGENCY	RECORDS INVE	NTORY
REVISED RECORD SERIES, FORWARD WITH RECORDS RETENTION	RECORDS MANGEMENT DIVISION	)N			
SCHEDULE (DGS 550-1)	7275 WATERLOO ROAD		Page	13	of 22
	P.O. BOX 275 - JESSUP, MARYLAND 2	0794			<u> </u>
. DEPARTMENT / AGENCY	2. DIVISION		3. UNIT		
Maryland State Lottery Agency	Administration, Finance & Opera	itions	F	ayroll	
DEFINITION - Record Series - A group of related reco	rds normally filed and used as a unit reference as we	Il as retention and			
Payroll (AFO)			5. EARLIEST YEA 1993	TO	2001
Subject arrangement of original	rmation / documents / forms found in the Series Indiana in the Indiana in the Indiana in the Indiana in the Indiana in the Indiana in the Indiana in the Indiana in the Indiana in the Indiana in the Indiana in the Indiana in the Indiana in the Indiana in the Indiana in the Indiana in the Indiana in the India	reports.	s, memorar	nda,	
Lottery operations.		1			
7. Record series format (s)	8. RECORD SERIES SEQUENCE	9. VOLUME			
X Letter Size Microfilm  Legal Size Computer Tape	X <u>Alphabetical</u> Numerical	10cf	File Drawer (s) Microfilm Reel (s) Computer Tape (s) Other (Specify)		_
X Bound Book Floppy Disk	Chronological	10. ANNUAL A	CCUMULATION		
Audin Tape Video Tape Other (Specify) Computer	Geographical Other (Specify)	X 12cf	File Drawer (s) Microfilm Reel (s) Computer Tape (s) Other (Specify)	)	_
11 FILE IS USED	12. FILE BECOMES INACTIVE AFTER	1			
Daily Weekly X Monthly	3 Number	Months	<u>x</u>	Years	
13. CURRENT LOCATION (s) (Bldg,Floor,Room Lottery headquarters	14. IS RECORD SERIES DUPLICATED ELSEWHER		ly agency or office	<u>x</u>	
15. ACCESS RESTRICTIONS ( If yes, cite law (s) & regulation (s)  X YesNo	16. AUDIT REQUIREMENTS  None X	State	Federal	<u>x</u>	<u>Incepende</u>
17. 'S AN INDEX SYSTEM USED ? (If yes.explain brelly and describe any hardware/software)  Yes X No	18. RECOMMENDED RETENTION Retain three (3	3) years			
	<del></del>		<del>,</del>		

ESTRUCTIONS " TYPE OR PRINT A SEPARATE FOR	I FOR EACH	DEPARTMENT OF GENERAL	SERVICES	AGENCY R	ECORDS INVE	NTORY
EVISED RECORD SERIES. FORWARD WITH RECORD	S RETENTION	RECORDS MANGEME	ENT DIVISION	1		
CHEDULE (DGS 550-1)		7275 WATERLOO	ROAD	Page	14 o	of 22
		P.O. BOX 275 - JESSUP, R	MARYLAND 20794	<del> </del>		
DEPARTMENT / AGENCY		2. DIVISION		3. UNIT	•	
Maryland State Lottery Agenc	у	Administration, Fina	nce & Operations	<u> </u>	ustomer Serv	ice
	group of related reco	ords normally filed and used as a unit ref	ference as well as retention a	1		
Claims				5. EARLIEST YEA 1997	R / LASTEST Y TO	2001
L RECORD SERIES DESCRIPTION ( Briefly desc Annuity Files,Claim		ormation / documents / forms found in the		e or function of the S	eries )	
•	rectives, pol	l incoming letters, copiesicies and other materials				
f. Record senes format (s)		8. RECORD SERIES SEQUENCE	9. VOLUME			
X Letter Size	Misseller		<u>X</u> .	File Drawer (s) Microfilm Reel (s) Computer Tape (s)	)	·
	Microfilm mouter Tape	Alphahetical  X Numerical	122cf Number	Other (Specify)		-
X Bound Book	Floppy Disk	Chronological		ACCUMULATION		
Audio Tane	Video Tape	Geographical	×	Eila Orawer (s)		
Other (Specify) Computer		Other (Specify)	-	Microfilm Reel (s)		
	_			Computer Tape (s	1	
			126cf	Other (Specify)		
			Number			_
11. FILE IS USED		12. FILE BECOMES INACTIVE AFTER	₹			
				٠.		
Daily Weekly <u>X</u>	Monthly	6	Months	x	Years	
		Number				
13. CURRENT LOCATION (s) (Bldg, Floor, Room Lottery headquarters	1	14. IS RECORD SERIES DUPLICATED Yes	D ELSEWHERE ? ( If yes, soe	tify agency or office ) 성o	x	
15. ACCESS RESTRICTIONS - If yes, cite law -	s & regulation (s)	16. AUDIT REQUIREMENTS				
X Yes	No	None	X State	Federal	x	Lodepend
17, IS AN INDEX SYSTEM USED ? (If yes, expire	no prefly and	18. RECOMMENDED RETENTION	<del></del>	<del></del>		_
describe any hardware/software)		Re	etain <del>throc</del> (6) years			
Yes X	No					
19, NAME AND TITLE OF PREPARER		20. TELEPHONE NUMBER		21. DATE		<del></del>
Arthur E. Toison Jr			10) 318-5344	-	08/31/01	

MISTRUCTIONS " TYPE OR PRINT A SEPARATE FORM FOR EACH	DEPARTMENT OF GENERAL SERVICE	s	AGENCY REC	ORDS INVENT	ORY
REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION	RECORDS MANGEMENT DIVISI	ON			
SCHEDULE (DGS 550-1)	7275 WATERLOO ROAD		Page	15 of	22
	P.O. BOX 275 - JESSUP, MARYLAND	20794		_	
1. DEPARTMENT / AGENCY	2. DIVISION		3. UNIT		
Maryland State Lottery Agency	Administration, Finance & Oper		=	scription (CS)	
	d records normally filed and used as a unit reference as w	ell as retention and			<del></del>
4. RECORD SERIES TITLE  Subs			5. EARLIEST YEAR /	LASTEST YEA TO	R 2001
		ŀ		· ·	
6. RECORD SERIES DESCRIPTION ( Briefly describe the types	of information / documents / forms found in the Series In	clude the purpose o	or function of the Seni	es)	
Sub Apps,Sub Renewals,Co	mputer Reports				
	·				
	inal incoming letters, copies of out	-			
• • •	policies and other materials related	to the adm	inistration of	the	
Lottery operations.					
NO.					
7. Record series format (s)	8. RECORD SERIES SEQUENCE	9. VOLUME	<del></del>		
		1 .	Ella Orawer (s)		
	·		Microfilm Reel (s)		
		•	Computer Tape (s)		
X Letter Size Microfilm	- Alphabetical	35cf	Other (Specify)		
Legal Size Computer Tape	X Numencal	Number			•
X Bound Book Floppy Di	sk Chronological	10. ANNUAL AC	CUMULATION		
<u>Audio Tape</u> Video Tap	e Geographical	×	Eile Drawer (s)		
Other (Specify) Computer	Other (Specify)		Microfilm Reel (s)		
			Computer Tape (5)		
	1	22cf	Other (Specify)	<del> </del>	
		Number			
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER				
Daily Weekly X Moon	niv 3	Months	<u>X</u> 40	are	
Daily Weekly 12 Manual	Numper	MOINIS	= 18		
13. CURRENT LOCATION (s) (Bidg, Floor, Room	14. IS RECORD SERIES DUPLICATED ELSEWHE	RE ? ( If ves. specifi	y agency or office :	-	1.1
Lottery headquarters	Yes	•	No.	<u>x</u>	
		<del></del>	<i>→</i>	_	
15. ACCESS RESTRICTIONS (if yes, cite law s) & regulation	(s) 16. AUDIT REQUIREMENTS		<del></del>		
X Yes No	None X	State	Federal	<u>x</u>	!ndepender
17. IS AN INDEX SYSTEM USED ? (If yes, exciain brefly and	18. RECOMMENDED RETENTION				
describe any hardware/software)	- Retain three	(3) years			•
Yes X No		-			
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER		21. DATE		
Arthur E. Tolson Jr	(410) 318-68-	ы		/31/01	

INSTRUCTIONS ** TYPE OR PRINT A SEPARATE FORM FOR EACH	DEPARTMENT OF GENERAL SERVICE	S	AGENCY RECOR	IDS INVENTORY	
REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION	RECORDS MANGEMENT DIVISI	ON			
SCHEDULE (DGS 550-1)	7275 WATERLOO ROAD	1	Page 16	of 2	22
	P.O. BOX 275 - JESSUP, MARYLAND	20794			
. DEPARTMENT / AGENCY	2. DIVISION	Ì	3. UNIT		
Maryland State Lottery Agency	Administration, Finance & Ope	rations	Fleet A	<u>dm</u>	
DEFINITION - Record Series - A group of related	records normally filed and used as a unit reference as w	rell as retention and	disposition purposes.		
s. RECORD SERIES TITLE Fleet Vehicle Reco	rds		5. EARLIEST YEAR / LA		001
	•				
6. RECORD SERIES DESCRIPTION ( Briefly describe the types of	finformation / documents / forms found in the Series In	sclude the purpose o	r function of the Series )		
Vehicle titles,performance,ac	cident and logs				
	•				
Subject arrangement of original	nal incoming letters, copies of our	tgoing letter:	s, memoranda,		
	policies and other materials related				
Lottery operations.					
. Record series format (s)	8. RECORD SERIES SEQUENCE	9. VOLUME			
		<u>x</u>	File Drawer (s)		
	İ	ì	Microfilm Reel (s)		
			Computer Tape (s)		
X: Letter Size Microfilm	- Alphabeticat	17	Other (Specify)		
Legal Size Computer Tape	X Numerical	Number		<del></del>	
X Sound Book Floppy Disi	Chronological	10. ANNUAL AC	CUMULATION	_	
Audio Tape Video Tape	Geographical	<u>x</u>	File Orawer (s)		
Other (Specify) Computer	Other (Specify)	<u> </u>	Microfilm Reel (s)		
<u> </u>			Computer Tape (s)		
		8			
		Number	Other (Specify)		
11. FILE IS USEO	12. FILE BECOMES INACTIVE AFTER	Number			
11. FILE IS USED	12. FILE SECOMES INACTIVE AFTER				
Daily Weekly X Youth	,		X Years		
Daily Weekly <u>스 네onth</u>		Months	△ Years		
	Number				
13. CURRENT LOCATION (s) (Bidg,Floor,Room	14. IS RECORD SERIES DUPLICATED ELSEWHE	RE?(If yes, specify	agency or office )		
Lottery headquarters	Yes		No	<u>x</u>	
15. ACCESS RESTRICTIONS (If yes, cite law (s) & regulation	16. AUDIT REQUIREMENTS				
<u>X</u> Yes No	None <u>X</u>	State	Federal	<u>X</u>	depend
17. IS AN INDEX SYSTEM USED ? (If yes, explain brefly and	18. RECOMMENDED RETENTION				
describe any hardware/software)	. Retain three	(3) years			
Yes X No.		,			
169 2 86	ì				
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER		21. DATE		
Arthur E. Tolson Jr	(410) 318-68	4.4 .	08/31	/01	

DEPARTMENT OF GENERAL SERVICES  RECORDS SERIES, PORMAND WITH RECORDS RETENTION  SOFTOURLE (LOSS 550-1)  1. DEPARTMENT / AGENCY  Manyland State Lottery Agency  DEFINITION - Record Series - Agroup of related records normally filed and used as a unit reference as well as retention and disposition purposes.  4. RECORD SERIES TITLE  Facilities  Facilities  Subject arrangement of original incoming letters, copies of outgoing letters, memoranda, studies, reports, directives, policies and other materials related to the administration of the Lottery operations.  7. Record series formal (s)  Lotter Size  Microfilm  Americal  Lotter Size  Microfilm  Americal
SUPPATITIEST IN THE IS USED  1. DEPARTMENT (DO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794  1. DEPARTMENT / AGENCY
P.O. BOX 275 - JESSUP, MARYLAND 20794  1. DEPARTMENT / AGENCY Maryland State Lottery Agency DEFINITION - Record Series - A group of related records normally filed and used as a unit reference as well as retention and disposition purposes.  4. RECORD SERIES DESCRIPTION ( Briefly describe the types of information / documents / forms found in the Series Include the purpose or function of the Series )  Facility Maintenance, Phone Contracts, Property Records  Subject arrangement of original incoming letters, copies of outgoing letters, memoranda, studies, reports, directives, policies and other materials related to the administration of the Lottery operations.  7. Record series format (s)  **Letter Size** **Microfilm** **Legal Size** **Computer Tape** **Letter Size** **Microfilm Audababuted** **Legal Size** **Computer Tape** **Legal Size** **Computer Tape** **Legal Size** **Computer Tape** **J. Bound Book** **Floopy Disk** **Authorization** **Authorization** **Computer Tape** **J. Scif** **Distributed Tape** **Other (Specify)* **Distributed Tape** **Other (Specify)* **J. Scif** **Other (Specify)* **J. Scif** **J. Scif** **Other (Specify)* **J. Scif** **Number** **J. Scif** **J. Sc
1. DEPARTMENT / AGENCY Manyland State Lottery Agency DEFINITION. Record Series: A group of related records normally filed and used as a unit reference as well as retention and disposition purposes.  4. RECORD SERIES TITLE  Facilities  S. EARLIEST YEAR / LASTEST YEAR 1998 TO 2001  8. RECORD SERIES DESCRIPTION ( Briefly describe the types of information / documents / forms found in the Series Include the purpose or function of the Series )  Facility Maintenance, Phone Contracts, Property Records  Subject arrangement of original incoming letters, copies of outgoing letters, memoranda, studies, reports, directives, policies and other materials related to the administration of the Lottery operations.  7. Record series format (s)  8. RECORD SERIES SEQUENCE  9. VOLUME  X Ella Dissect (a)  Microfilm Reel (s)  Computer Tape (s)  Logal Stre  Computer Tape (s)  Audion_Table  Video Tape  Other (Specify)  Other (Specify)  Other (Specify)  Number  11. FILE IS USED  12. FILE BECOMES INACTIVE AFTER
DEFINITION - Record Series - A group of related records normally filled and used as a unit reference as well as retention and disposition purposes.  4. RECORD SERIES TITLE  FacilitieS  FacilitieS  FacilitieS  S. EARLUST YEAR (LASTEST YEAR 1998 TO 2001  8. RECORD SERIES DESCRIPTION (Briefly describe the types of information / documents / forms found in the Series   Include the purpose or function of the Series    Facility Maintenance, Phone Contracts, Property Records  Subject arrangement of original incoming letters, copies of outgoing letters, memoranda, studies, reports, directives, policies and other materials related to the administration of the Lottery operations.  7. Record series formst (a)  8. RECORD SERIES SEQUENCE  9. VOLUME  X Elia Dicense Lia Microfilm Reel (a)  Computer Tape (b)  Audio Lade  Video Tape  Other (Specify) Computer  Other (Specify) Computer  Other (Specify) Computer Tape 11  3. Set Computer Tape 11  3. Set Computer Tape 11  3. Set Computer Tape 11  3. Set Other (Specify)  Number  11. FILE IS USED
A. RECORD SERIES TITLE  Facilities  S. EARLEST YEAR / LASTEST YEAR 1998 TO 2001  S. RECORD SERIES DESCRIPTION ( Briefly describe the types of information / documents / forms found in the Series include the purpose of function of the Series )  Facility Maintenance, Phone Contracts, Property Records  Subject arrangement of original incoming letters, copies of outgoing letters, memoranda, studies, reports, directives, policies and other materials related to the administration of the Lottery operations.  7. Record series format (s)  8. RECORD SERIES SEQUENCE  9. VOLUME  X Ella Dissuer (a) Microfilm Res (s) Computer Tape (s) Legal Size Computer fape X Numerical Number  Y Ella Dissuer (a) Number  10. ANNUAL ACCUMULATION Number  11. FILE IS USED  12. FILE BECOMES INACTIVE AFTER
Facilities  S. EARLIEST YEAR / LASTEST YEAR 1998 TO 2001  8. RECORD SERIES DESCRIPTION ( Briefly describe the types of information / documents / forms found in the Series   Include the purpose or function of the Series    Facility Maintenance, Phone Contracts, Property Records  Subject arrangement of original incoming letters, copies of outgoing letters, memoranda, studies, reports, directives, policies and other materials related to the administration of the Lottery operations.  7. Record series format (s)  A. RECORD SERIES SEQUENCE  S. VOLUME  X. Elia Cizanez (s) Microfilim Reel (s) Computer Tape (s) Logal Size Logal Size Computer Tape Audio-Tape Other (Specify) Other (Specify) Computer Tape 3) 3.56f Other (Specify) Number  11. FILE IS USED
Facilities  8. RECORD SERIES DESCRIPTION ( Briefly describe the types of information / documents / forms found in the Series Include the purpose or function of the Series    Facility Maintenance, Phone Contracts, Property Records  Subject arrangement of original incoming letters, copies of outgoing letters, memoranda, studies, reports, directives, policies and other materials related to the administration of the Lottery operations.  7. Record series format (s)  8. RECORD SERIES SEQUENCE  9. VOLUME  X Elia Classez (a) Microfilim Ree (s) Computer Tape (s) Computer Tape (s) Legal Size Gomputer Tape  Y Numerical Other (Specify) Other (Specify) Other (Specify)  Other (Specify)  10. ANNUAL ACCUMULATION Elia Classez (a) Microfilim Ree (s) Computer Tape (s) Size (Other (Specify) Other (Specify) Number
Subject arrangement of original incoming letters, copies of outgoing letters, memoranda, studies, reports, directives, policies and other materials related to the administration of the Lottery operations.  7. Record series formet (s)  8. RECORD SERIES SEQUENCE  9. VOLUNE  X Elia Dizenza: [sa]  Microfilm Rest (s)  Computer Tape (s)  Legal Size Computer Tape  X Bound Book Floppy Disk Chronological  Other (Specify) Computer  Other (Specify) Computer  Other (Specify) Computer  10. ANNUAL ACCUMULATION  X Elia Dizenza: [sa]  Microfilm Rest (s)  Computer Tape s)  3.5cf Other (Specify)  Number  11. FILE IS USED
Subject arrangement of original incoming letters, copies of outgoing letters, memoranda, studies, reports, directives, policies and other materials related to the administration of the Lottery operations.  7. Record series format (s)  8. RECORD SERIES SEQUENCE  9. VOLUNE  X Elia Drawar (s)  Microfilm Red (s)  Computer Tape (s)  Legal Size Computer Tape  X Numerical  Legal Size Computer Tape  X Numerical  Audio Tape  Other (Specify)  Other (Specify)  Other (Specify)  Other (Specify)  10. ANNUAL ACCUMULATION  X Elia Drawar (s)  Microfilm Red (s)  Computer Tape s)  3.5cf  Other (Specify)  Number  11. FILE IS USED
Subject arrangement of original incoming letters, copies of outgoing letters, memoranda, studies, reports, directives, policies and other materials related to the administration of the Lottery operations.  7. Record series (ormat (s))  8. RECORD SERIES SEQUENCE  9. VOLUME  X Ella Drawer (s)  Computer Tape (s)  Computer Tape (s)  2.56f Other (Specify)  Number  Number  10. ANNUAL ACCUMULATION  Audio Tape  Other (Specify)  Computer Tape s)  3.56f Other (Specify)  Number  11. FILE IS USED
Studies, reports, directives, policies and other materials related to the administration of the Lottery operations.  7. Record series (ormat (s)  8. RECORD SERIES SEQUENCE  9. VOLUME  X Ella Drawer (s)  Microfilm Reel (s)  Computer Tape (s)  2.5cf Other (Specify)  Number  X Bound Book Floppy Disk Geographical  Other (Specify) Computer  Other (Specify) Computer  Other (Specify) Computer  11. FILE IS USED  12. FILE BECOMES INACTIVE AFTER
Studies, reports, directives, policies and other materials related to the administration of the Lottery operations.  7. Record series (armat (s)  8. RECORD SERIES SEQUENCE  9. VOLUME  X Eila Drawer (s)  Microfilm Reel (s)  Computer Tape (s)  2.5cf Other (Specify)  Number  X Bound Book Floppy Disk Geographical  Other (Specify) Computer  Other (Specify) Computer  11. FILE IS USED  8. RECORD SERIES SEQUENCE  9. VOLUME  X Eila Drawer (s)  Ricrofilm Reel (s)  Computer Tape (s)  X Eila Drawer (s)  Computer Tape (s)  3.5cf Other (Specify)  Number
Studies, reports, directives, policies and other materials related to the administration of the Lottery operations.  7. Record series (ormat (s)  8. RECORD SERIES SEQUENCE  9. VOLUME  X Ella Drawer (s)  Microfilm Reel (s)  Computer Tape (s)  2.5cf Other (Specify)  Number  X Bound Book Floppy Disk Geographical  Other (Specify) Computer  Other (Specify) Computer  Other (Specify) Computer  11. FILE IS USED  12. FILE BECOMES INACTIVE AFTER
Studies, reports, directives, policies and other materials related to the administration of the Lottery operations.  7. Record series (ormat (s)  8. RECORD SERIES SEQUENCE  9. VOLUME  X Ella Drawer (s)  Microfilm Reel (s)  Computer Tape (s)  2.5cf Other (Specify)  Number  X Bound Book Floppy Disk Geographical  Other (Specify) Computer  Other (Specify) Computer  Other (Specify) Computer  11. FILE IS USED  12. FILE BECOMES INACTIVE AFTER
Studies, reports, directives, policies and other materials related to the administration of the Lottery operations.  7. Record series (ormat (s)  8. RECORD SERIES SEQUENCE  9. VOLUME  X Ella Drawer (s)  Microfilm Reel (s)  Computer Tape (s)  2.5cf Other (Specify)  Number  X Bound Book Floppy Disk Geographical  Other (Specify) Computer  Other (Specify) Computer  Other (Specify) Computer  11. FILE IS USED  12. FILE BECOMES INACTIVE AFTER
T. Record series format (s)  8. RECORD SERIES SEQUENCE  9. VOLUME  X Elia Crawar (s)  Microfilm Reel (s)  Computer Tape (s)  Legal Size Computer Tape  X Numerical  Legal Size Computer Tape  X Numerical  Chronological  Other (Specify)  Other (Specify)  Computer  Chronological  Other (Specify)  Computer  Chronological  Other (Specify)  Computer Tape (s)  Computer Tape (s)
7. Record series format (s)  8. RECORD SERIES SEQUENCE  9. VOLUME  X Eila Drawar (s)  Microfilm Reel (s)  Computer Tape (s)  Legal Size Computer Tape  X Bound Book Floppy Disk Chronological  Audio Tapa Video Tape  Other (Specify)  Computer  Other (Specify)  Computer  Other (Specify)  Computer  Other (Specify)  To ANNUAL ACCUMULATION  X Eila Drawar (s)  Microfilm Reel (s)  Computer Tape s)  3.5cf Other (Specify)  Number
X   Eile Drawer (s)   Microfilm Reel (s)   Computer Tape (s)
X   Ella Drawer (s)   Microfilm Reel (s)   Computer Tape (s)
X   Ella Drawer (s)   Microfilm Reel (s)   Computer Tape (s)
Letter Size   Microfilm   Alphabetical   2:5cf   Other (Specify)
Computer Tape (s)  Legal Size Computer Tape  Egal Size Computer Tape  X Numerical  Chronological  Other (Specify)  Other (Specify)  Computer  Other (Specify)  Computer  10. ANNUAL ACCUMULATION  X Eila Drawer (s)  Computer Tape si  3.5cf Other (Specify)  Number  11. FILE IS USED  12. FILE BECOMES INACTIVE AFTER
Legal Size Computer Tape  Microfilm  Legal Size Computer Tape  Mumber  Mumber  Mumber  10. ANNUAL ACCUMULATION  Audio Tape  Other (Specify)  Computer  Other (Specify)  Computer  Other (Specify)  Computer  Other (Specify)  Tomputer Tape Si  Alphabetical  Chronological  Other (Specify)  Microfilm Reel (s)  Computer Tape Si  3.5cf  Other (Specify)  Number
Legal Size Computer Tape  X Numerical Number  Bound Book Floppy Disk Chronological 10. ANNUAL ACCUMULATION  Audio Tapa Video Tape Geographical X Fila Drawer (s)  Other (Specify) Computer  Other (Specify) Computer  Other (Specify) Other (Specify) Microfilm Reel (s)  Computer Tape s)  3.5cf Other (Specify)  Number
Bound Book Floppy Disk Chronological 10. ANNUAL ACCUMULATION  Audio Tape Video Tape Geographical Eila Drawer (s)  Other (Specify) Computer  Other (Specify) Other (Specify) Other (Specify) Microfilm Real (s)  Computer Tape s)  3.5cf Other (Specify) Number
Audio Tape  Other (Specify)  Other (Specify)  Other (Specify)  Other (Specify)  Other (Specify)  Other (Specify)  Computer Tape 3)  3.5cf Other (Specify)  Number  11. FILE IS USED  12. FILE BECOMES INACTIVE AFTER
Other (Specify) Computer Other (Specify) Other (Specify) Microfilm Real (s) Computer Tape (s) 3.5cf Other (Specify) Number  11. FILE IS USED  12. FILE BECOMES INACTIVE AFTER
Computer Tape s)  3.5cf Other (Specify)  Number  11. FILE IS USED  12. FILE BECOMES INACTIVE AFTER
3.5cf Other (Specify) Number  11. FILE IS USED  12. FILE BECOMES INACTIVE AFTER
Number  11. FILE IS USED  12. FILE BECOMES INACTIVE AFTER
11. FILE IS USED 12. FILE BECOMES INACTIVE AFTER
1 · · · · · · · · · · · · · · · · · · ·
Daily Weekly X Months X Years
Number
13. CURRENT LOCATION (s) (Bidg, Floor, Room  14. IS RECORD SERIES DUPLICATED ELSEWHERE ? (If yes, specify agency or office :
Lottery headquarters Yes No X
15. ACCESS RESTRICTIONS (1) yes, cite law (s) & regulation (s) 16. AUDIT REQUIREMENTS
X YesNo None △ State Federal △ Indepen
17. IS AN INDEX SYSTEM USED ? (If yes, explain brefly and 18. RECOMMENDED RETENTION
describe any hardware/software) Retain three (3) years
Yes X No
Yes X No
Yes X NO  19. NAME AND TITLE OF PREPARER  20. TELEPHONE NUMBER  21. DATE

			<u>,</u>		····			·	
INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH			DEPARTMENT OF GENERAL SERVICES AGENCY RECORDS INVENT				ENTORY		
REVISED RECORD	SERIES. FORWARD WIT	H RECORDS RETENTION	RECORDS MANG	EMENT DIVISI	ON				
SCHEDULE (DGS 550-1)			7275 WATER	7275 WATERLOO ROAD			19	of 22	
			P.O. BOX 275 - JESSI	UP, MARYLAND	20794				
1. DEPARTMENT	'	_	2. DIVISION			3. UNIT			
	Maryland State Lotte		Administration,			<del></del>	upport Serv	ices	
		Series - A group of related reco	ords normally filed and used as a un	it reference as w	rell as retention an	1		-	
4. RECORD SEF	RIES TITLE	Support S	ervices			5. EARLIEST YEA 1997		YEAR 2001	
		Cappoit					то		
6. RECORD SE	RIES DESCRIPTION ( B	riefly describe the types of info	ormation / documents / forms found	in the Series In	clude the purpose	or function of the S	eries )		
	Postal Record	ds,FMIS,Contracts	Stores & Property						
	▼	rts, directives, pol	l incoming letters, copicies and other materi		-	•			
	7.		L				=	<del></del>	
7. Record serie	s format (s)		8. RECORD SERIES SEQUENCE	•	9. VOLUME	Eile Berner (a)			
					=	File Orawer (s) Microfilm Real (s)			
					1	Computer Tape (s)	ì		
- <u>x</u>	Letter Size	Microfilm.	Alphahetical		7cf	Other (Specify)			
	Legal Size	Computer Tape	X Numerical		Number				
<u>x</u>	Bound Book	Floppy Disk	Chronological		10. ANNUAL	CCUMULATION			
	Audio Tape	Video Tape	Geographical		x	File Drawer (s)			
	Other (Specify) Cor	nputer	Other (Specify)		4	Microfilm Reel (s)			
						Computer Tape (s	1		
1					9cf	Other (Specify)		-1-87	
<u> </u>		***************************************			Number				
11. FILE IS US	SED		12. FILE BECOMES INACTIVE AF	FTER					
Daily	Weekly	X <u>Yonthiy</u>	3		Months	X	Ynars.		
13. CURRENT	LOCATION (s) (Bldg,F	loor,Room	14. IS RECORD SERIES DUPLIC	ATED ELSEWHE	RE 7 ( If yes, spec	Ify agency or office			
	Lottery headqu		1	s		<u>и</u> а	X		
15. ACCESS F	RESTRICTIONS ( If yes.	cite law (s) & regulation (s)	16. AUDIT REQUIREMENTS						
x	Yes	ak	None	<u>x</u>	State	≓ederal	x	independe.	
17. IS AN IND	EX SYSTEM USED ? (If	yes,explain brefly and	18. RECOMMENDED RETENTIO	N					
describe any hardware/software)			,	Retain three	(3) years				
}	Yes	X No							
19. NAME ANI	D TITLE OF PREPARER	•	20. TELEPHONE NUMBER			21. DATE			
1	Arthur E. Tolson	Jr	Į.	(410) 318-684	44	1	08/31/01		

STRUCTIONS "TYPE OR PRINT A SEPARATE FORM FOR EACH	DEPARTMENT OF GENERAL SERVICE	AGENCY RECORDS INVENTORY				
RECVISED RECORD SERIES, FORWARD WITH RECORDS RETENTION	RECORDS MANGEMENT DIVIS			· · · · · ·		
MEDULE (DGS 550-1)	7275 WATERLOO ROAD	Page	20	of 22		
	P.O. BOX 275 - JESSUP, MARYLAND	20794	<u> </u>			
1_ DEPARTMENT / AGENCY	2. DIVISION		3. UNIT			
Maryland State Lottery Agency	Administration, Finance & Ope		Information Technology			
DEFINITION - Record Series - A group of related reco	and normally filed and used as a unit reference as v	vell as retention and	T			
RECORD SERIES TITLE			5. EARLIEST YEAR 1991		T YEAR <b>2001</b>	
•••				то		
g. RECORD SERIES DESCRIPTION ( Briefly describe the types of info	ormation / documents / forms found in the Series II	nclude the numose	or function of the Sei	ries )		
Complete Records of Lottery Sa Subject arrangement of origina studies, reports, directives, pol	l incoming letters, copies of ou		-	•		
Lottery operations.						
4 m						
2 Occasion (compte)	• DECORD SERVES SEQUENCE	0. 1101 11115				
7, Record series format (s)	8. RECORD SERIES SEQUENCE	9. VOLUME	File Orawer (s)			
			Microfilm Reel (s)	•		
	1	<u>x</u>	Computer Tape (s)			
Letter Size Microfilm	X Alphahetical	215cf	Other (Specify)			
Legal Size x Computer Tape	X Numerical	Number				
Bound Book Floppy Disk	Chronological	10. ANNUAL A	CCUMULATION			
<u>Audio Tape</u> Video Tape	X Geographical	•	File Drawer (s)			
X Other (Specify) Computer	Other (Specify)	<b>-</b>	Microfilm Reel (s)			
		×	Computer Tape (s)			
	_	215cf	Other (Specify)			
		Number				
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER					
			٠, 🗸			
Daily x Weekly <u>X Monthly</u>	10 Number	Months	X x	eacs		
		DE 244				
13. SURRENT LOCATION (s) (Bldg,Floor,Room  Lottery headquarters	14. IS RECORD SERIES DUPLICATED ELSEWHE		No.	x		
A ACCESS DESTRUCTIONS AS A SECOND AS A SEC	16 AUDIT DECUMPENTE					
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation (s)  X Yes No	16. AUDIT REQUIREMENTS  None  X	State	Federal	x	<u> Independe</u>	
17. S. AN INDEX SYSTEM USED ? (If yes, explain bretly and	18. RECOMMENDED RETENTION					
describe any hardware/software)	Retain ten (1	0) years				
Yes X No	recent con flat Lears					
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER		21. DATE			
Adhus E Valencia	1440) 249 CO		1			

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INSTRUCTIONS " TYPE OR PRINT A SEPARATE FORM FOR EACH			DEPARTM	DEPARTMENT OF GENERAL SERVICES			AGENCY RECORDS INVENTORY				
REVISED RE	ECORO SERIES. FORWARD WIT	RE	CORDS MANG	EMENT DIVIS	ION						
SCHEDULE	(DGS 550-1)		7275 WATERLOO ROAD			Page	21	of	22		
	·		P.O. BOX 275 - JESSUP, MARYLAND 20794					-	-		
1. DEPART	TMENT / AGENCY	2. DIVISION				3. UNIT					
	Maryland State Lotte	Administration.Finance & Operations Public Affair					<u>rs</u>				
		Series - A group of related reco	ords normally filed	and used as a uni	t reference as v	well as retention and	T T				
4. RECOR	D SERIES TITLE		5. EARLIEST 1983					T YEAR	2001		
		P.A. Files						TO	_	-	
İ	•						3				
6. RECOR	O SERIES DESCRIPTION ( B	riefly describe the types of info	ormation / docume	nts / forms found	in the Series (	nclude the purpose	or function of the S	Series )			
	Subject arran	nt Winners Picture  gement of origina  rts, directives, pol	l incoming	letters, cop	nies of ou	tgoing letter					
	* 4.1.7										
7. Record	series format (s)		8. RECORD SERI	S SEQUENCE		9. VOLUME	——————————————————————————————————————				
}						x	File Orawer (s)				
			}				Microfilm Reel (s)				
l							Computer Tape (s	1)			
X	Lotter Size	Microfilm	<u>x</u>	Alphabetical	•	24cf	Other (Specify)	<del></del> -	<del></del>		
	Legal Size	Computer Tape	<u> </u>	Numerical	•	Number					
×	Bound Book	Floppy Disk	<u>x</u>	Chronological	•	10. ANNUAL A	CCUMULATION				
1 2	Audio Iapa	Video Tape		Geographical Other (Specify)		1	File Drawer (s) Wicrofilm Reel (s)				
1	Other (Specify) Cor	nputer		Other (Specify)		<u>x</u>	Computer Tape (s				
ł						22cf	Other (Specify)	•			
}						Number	( //				
11. F'LE	IS USED		12. FILE BECC	MES INACTIVE AF	TER						
j							.,				
Daily	x Weekl;	X Monthly	0			Months	X	Years			
		<u> </u>	Number			<del></del>	<del></del>				
13. CURRENT LOCATION (s) (Bldg,Floor,Room			14. IS RECORD	SERIES DUPLICA	ATED ELSEWHE	ERE ? ( If yes, specif	fy agency or office				
	Lottery headqu	ianers		Yes	·	<del></del>	ΝO	X			
<b>—</b>	··		-								
1	ESS RESTRICTIONS (If yes,		16. AUDIT REC		v	_		v			
×	Yes	No		None	X	State	Federal	X	•	Independen	
-		,									
17S AN INDEX SYSTEM USED 7 (If yes, explain brefly and			18. RECOMMENDED RETENTION								
gescribe any hardware/software)  Yes X No			Retain Permanently								
1	Yes	X No									
	VE AND TITLE CE CE CE C		20 751 50110	NE MUROED			21, DATE		;		
19. YAM	IE AND TITLE OF PREPARER		IV. TELEPHO	NE NUMBER	(410) 318-68	44	ZI, UATE	08/31/01			
Arthur E. Tolson Jr			1		14101710-00	<del></del>	1	3013 110 1			

INSTRUCTIONS ** TYPE OR PRINT A SEPARATE FORM FOR EACH	DEPARTMENT OF GENERAL SERVICES		AGENCY RECORDS INVENTORY				
REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION	RECORDS MANGEMENT DIVISION	N					
SCHEDULE (DGS 550-1)	7275 WATERLOO ROAD		Page	22	of 22		
	P.O. BOX 275 - JESSUP, MARYLAND 2	0794					
1. DEPARTMENT / AGENCY	2. DIVISION	1	3. UNIT				
Maryland State Lottery Agency	Administration, Finance & Operations Mktg/Sales						
DEFINITION - Record Series - A group of related recor	ds normally filed and used as a unit reference as we	il as retention and	disposition purpose	4.			
4. RECORD SERIES TITLE	5. EARLIEST YEAR / LAST						
Marketing			1973	то	2001		
6. RECORD SERIES DESCRIPTION ( Briefly describe the types of info	rmation / documents / forms found in the Series Inc	lude the purpose	or function of the Ser	ies )			
Agent Files,Vendor ContractsCo	mputer Reports						
Subject arrangement of original studies, reports, directives, police Lottery operations.							
7. Record series format (s)	8. RECORD SERIES SEQUENCE	9. VOLUME					
		X	File Drawer (s)				
			Microfilm Reel (s)				
			Computer Tape (s)				
X Letter Size Microfilm	X Alphahetical	230cf	Other (Specify)				
Legal Size Computer Tape	Numerical	Number					
Bound Book Floppy Disk	Chronological	10. ANNUAL A	CCUMULATION				
X <u>Audio Tape</u> Video Tape	X Geographical		File Orawer (s)				
Other (Specify) Computer	Other (Specify)		Microfilm Reel (s)				
		X	Computer Tape (s)				
		238cf	Other (Specify)				
		Number					
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER						
Daily x Weekly X Monthly	3 Number	'Months	<u><b>X</b></u>	ears.			
13. CURRENT LOCATION (s) (Bidg,Floor,Room	14. IS RECORD SERIES DUPLICATED ELSEWHER	E 7 ( If yes, specif	v agency or office				
Lottery headquarters	Yes		No	X			
15. ACCESS RESTRICTIONS (If yes, cite law (s) & regulation (s)	16. AUDIT REQUIREMENTS						
X YesNo	None <u>X</u>	State	Federal	X	Independe		
17. IS AN INDEX SYSTEM USED 7 (If yes, explain brefly and	18. RECOMMENDED RETENTION				- <del></del>		
describe any hardware/software)	. Retain Permanently						
Yes X No							
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER		21. DATE	<u>.</u>			
Arthur E. Tolson Jr	(410) 318-684			8/31/01			