

# RECORDS RETENTION SCHEDULE

RC-50 - Revised 3/2006

(Return to Public Records Administrator)



STATE OF CONNECTICUT  
 Connecticut State Library  
 PUBLIC RECORDS ADMINISTRATION  
 231 Capitol Ave., Hartford, CT 06106

**FOR OFFICE USE ONLY**  
 Retention Schedule # 08-4-1

<b>AGENCY:</b> Division of Special Revenue	<b>ADDRESS:</b> 555 Russell Road, Newington, CT 06111
<b>DIVISION or UNIT:</b> Security Unit	

This schedule is:  original;  revised.  
 If revised, enter previous retention schedule number here: # \_\_\_\_\_

Page 1 of 1

Item Number	RECORD SERIES <sup>1</sup> TITLE	APPROVED RETENTION PERIOD			Notes and Citations
		Office (A)	Off-site <sup>2</sup> (B)	Total (A + B)	
1	Criminal Investigations Case Files Lottery and Off-Track Betting (OTB); arranged by case file number	10 years from date case closed	N/A	10 years from date case closed	
2	Criminal Investigations Case Files (uncorroborated allegations) Lottery and Off-Track Betting (OTB); arranged by case file number	15 months from date case created	N/A	15 months from date case created	Pursuant to CGS 1-216
3	Background Investigations Including, but not limited to request for background criminal history check, database, and audit of higher level investigations	7 years after activity ceases	N/A	7 years after activity ceases	
4	Lottery Online Drawings Verification Files Including, but not limited to checklist of procedures, ball weights, machine used, staff overseeing drawing, and numbers drawn; arranged by date	5 years from date of drawing	N/A	5 years from date of drawing	
5	Lottery Online Drawings Security Videos Recordings of online drawings; may consist of tapes, mini-CDs, DVDs, or any other format; arranged by date	5 years from date of drawing	N/A	5 years from date of drawing	
6	Lottery Instant Scratch-off Game Files Including, but not limited to design date, vendor, testing procedures, on-sale and closeout dates; arranged by game number	5 years from date closed	N/A	5 years from date closed	
7	Licensure Files Lottery, Off-Track Betting, Pari-Mutuel, and Casino Occupational Licensure Files; including, but not limited to application, correspondence, and supporting documentation	5 years after activity ceases	N/A	5 years after activity ceases	

Approved ( <i>Agency Records Management Liaison Officer</i> ) <b>Bruce W. Kemble (signature on file)</b>	Typed Name of RMLO: Bruce W. Kemble	Title: Fiscal Manager	Date: 6/4/2008
Approved ( <i>State Archivist</i> ) <b>Mark H. Jones (signature on file)</b>	Date: 6/11/2008	Approved ( <i>Public Records Administrator</i> ): <b>Eunice G. DiBella (signature on file)</b>	Effective Date of Schedule: 6/11/2008

<sup>1</sup> A Record Series is a group of similar or related records arranged under a single filing system or kept together as a unit because they relate to a particular subject, result from the same activity, or have a particular form.

<sup>2</sup> The State Records Center or an approved off-site facility. Records with a permanent retention period cannot be stored at the State Records Center. If you believe a record should be maintained permanently outside the office, it should be appraised for possible transfer to the State Archives. In this case, leave blank, and the State Archivist will review it.