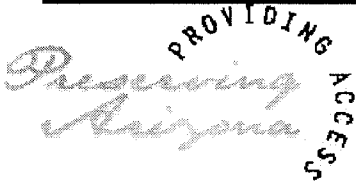



# RECORDS RETENTION AND DISPOSITION SCHEDULE



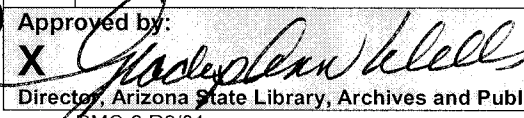
**Arizona State Library, Archives and Public Records**  
**RECORDS MANAGEMENT DIVISION**  
 1919 West Jefferson Street  
 Phoenix, Arizona 85009  
 Phone: 602-542-3741 Fax: 602-542-3890  
 E-mail: rmd@lib.az.us

State Agency Password <b>AGA-GAME</b>	Political Subdivision	Agency Name <b>Department of Gaming</b>		
Org. Unit/Division		Office	Phone <b>602-604-1801</b>	
Address <b>202 E Earll Drive, Suite 200</b>		City <b>Phoenix</b>	State <b>AZ</b>	Zip <b>85012</b>
Submitted By (Name) <b>Penny Taylor Moore</b>		Title <b>Deputy Director</b>	Signature 	

Pursuant to ARS §41-1351, the following retention periods represent the maximum time records may be kept. Unless records relate to pending or current litigation, or are necessary for an audit, keeping records beyond their retention period is illegal. If you believe that special circumstances warrant the extension of any of these retention periods that records should be kept longer than the period listed below or that any of these record series may be appropriate for transfer to the Archives, please contact the Records Management Division to inquire about a change to the retention period. Only the Records Management Division has the authority to extend records retention periods.

No.	RECORD SERIES	R.S. Code	RETENTION (YR.)			REMARKS (Include start point of retention.)
			Off.	R.C.	Total	
1.	<b>Executive Staff</b> Legal Records (litigation)	644925	-	25	Perm	After case closed. Return to agency for review. Transfer to the Archives
2.	Legislation and Related Matters Records	004225	2	8	10	After legislation has passed or failed
3.	Tribal Compacts (official copy)		24	-	Perm	After compact signed. Transfer to State Archives
4.	Public Record Requests	005755	2	8	10	After date of request
5.	<b>Administrative Services</b> Leases		6	-	6	After lease expired, cancelled or revoked.
6.	Agency Budget Reports		2	-	2	After fiscal year prepared
7.	Agency Budget Records		5	-	5	After submitted
8.	Interagency Agreements		2	-	2	After expired, cancelled or revoked
9.	Monthly Activity Reports		2	-	2	After fiscal year prepared
10.	Strategic Plans and Related Records		2	-	Perm	After fiscal year prepared. Transfer to State Archives
11.	Fleet Management Records		2	-	2	After action taken

**Supersedes Schedule Dated:  
May 21, 2002**

Approved by:  Director, Arizona State Library, Archives and Public Records RMC-2 R9/01	Approval Date: <b>AUG 22 2006</b>
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# RECORDS RETENTION AND DISPOSITION SCHEDULE

State Agency Password <b>AGA-GAME</b>	Political Subdivision	Agency Name <b>Department of Gaming</b>
Org. Unit/Division <b>Administration</b>		Office

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No.	RECORD SERIES	R.S. Code	RETENTION (YR.)			REMARKS (Include start point of retention.)
			Off.	R.C.	Total	
12.	<b>Accounting</b> Capitol Equipment Inventories		3	-	3	After superseded or obsolete
13.	Expense Accounting Records					
	a. Paid Claims	160316	5	-	5	
	b. Deposits with State Treasurer	000951	5	-	5	After fiscal year prepared
	c. Transfers		5	-	5	After fiscal year prepared
14.	Payroll Records	481616	1	3	4	After fiscal year contributions were due or paid (20 CFR 404.1225)
15.	Revenue Records					
	a. Tribal Contribution Records		10	-	10	After fiscal year paid
	b. Vendor Billing Records	170316	2	6	8	After fiscal year paid
	c. Individual Billing Records	000316	2	2	4	After fiscal year paid
16.	<b>Inspection/Licensing/Registration</b> Certification Records					
	a. Individuals	456625	1	9	10	After action taken
	b. Businesses	649025	6 mo	9.5	10	After action taken
	c. Gaming Devices	162247	2	8	10	After date of inspection
17.	<b>Personnel</b> Employee Personnel Records	007425	1	4	5	After termination
18.	Risk Management Records		5	-	5	After fiscal year prepared
19.	Position Reclassification and New Position Requests / Personnel Action Request Forms		3	-	3	After action taken
20.	Professional Development Records		3	-	3	After training completed
21.	<b>Tribal Records</b> Memorandum of Understanding		1	-	Perm	After cancelled. Transfer to Archives

**Supersedes Schedule Dated:  
May 21, 2002**


Approved by:  Director, Arizona State Library, Archives and Public Records	Approval Date: <b>AUG 22 2006</b>
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State Agency Password <b>AGA-GAME</b>	Political Subdivision	Agency Name <b>Department of Gaming</b>
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No.	RECORD SERIES	R.S. Code	RETENTION (YR.)			REMARKS (Include start point of retention.)
			Off.	R.C.	Total	
22.	Miscellaneous Tribal Information Records (including correspondence, incidents, reports, security, 1099, and other related records)	006654	1	23	24	After compact signed.
23.	Compact Violations	009500	5	19	24	After compact signed.
24.	Compact Compliance Reviews	890043	5	19	24	After compact signed
25.	Compact Correspondence, Memos and Notes (relating to a specific Tribe or issue)	001325	1	23	24	After compact signed.
26.	Machine Compliance Records	281664	1	23	24	After compact signed
27.	Department of Public Safety (DPS) Criminal History Records	165825	2	22	24	After compact signed
28.	Tribal Facility Blueprints	000002	2	8	10	After approved.
<b>Problem Gambling</b>						
29.	Contracts	160017	2	4	6	After expired, cancelled or revoked
30.	Correspondence		2	-	2	After received or prepared
31.	Education/Awareness Records	391700	2	4	6	After received or prepared
32.	Helpline Records	390038	2	4	6	After received or prepared
33.	Training Records	390025	2	4	6	After received or prepared
<b>Transfer Agreements</b>						
34.	Transfer Agreement Records		1	-	1	After expired, cancelled or revoked (ARS §5-601.0216b(iii)(5)(d))
						<b>Supersedes Schedule Dated: May 21, 2002</b>

Approved by:  Director, Arizona State Library, Archives and Public Records	Approval Date: AUG 22 2006
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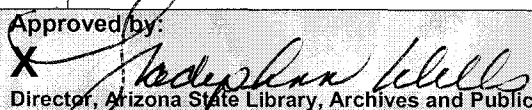
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No.	RECORD SERIES	R.S. Code	RETENTION (YR.)			REMARKS (Include start point of retention.)
			Off.	R.C.	Total	
35.	<b>Self-Exclusion</b> Self-Exclusion Records (ARS §5-601.02)					
	a. 1-year exclusion		2	-	2	After exclusion expired
	b. 5-year exclusion		2	-	2	After exclusion expired
	c. 10-year exclusion		2	-	2	After exclusion expired
36.	<b>Intelligence</b> Criminal Intelligence Records (28 CFR 23)					
	a. Temporary intelligence records		1	-	1	After data entry
	b. Permanent intelligence records		5	-	5	After date of last entry
	c. Barred persons reports from tribes		1	-	1	After compact expired
37.	<b>Tribal Contributions</b> Tribal Contributions Records		1	-	1	After compact expired

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Approved by:  Director, Arizona State Library, Archives and Public Records	Approval Date: AUG 22 2006
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