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## **This schedule applies to: Washington State Lottery**

### **Scope of records retention schedule**

This records retention schedule authorizes the destruction/transfer of the public records of the Washington State Lottery relating to the unique functions of managing lottery games. The schedule is to be used in conjunction with the *State Government General Records Retention Schedule (SGGRRS)*, which authorizes the destruction/transfer of public records common to all state agencies.

### **Disposition of public records**

Public records covered by records series within this records retention schedule (regardless of format) must be retained for the minimum retention period as specified in this schedule. Washington State Archives strongly recommends the disposition of public records at the end of their minimum retention period for the efficient and effective management of state resources.

Public records designated as “Archival (Permanent Retention)” must not be destroyed. Records designated as “Archival (Appraisal Required)” must be appraised by the Washington State Archives before disposition. Public records must not be destroyed if they are subject to ongoing or reasonably anticipated litigation. Such public records must be managed in accordance with the agency’s policies and procedures for legal holds. Public records must not be destroyed if they are subject to an existing public records request in accordance with chapter 42.56 RCW. Such public records must be managed in accordance with the agency’s policies and procedures for public records requests.

### **Revocation of previously issued records retention schedules**

All previously issued records retention schedules to the Washington State Lottery are revoked. The Washington State Lottery must ensure that the retention and disposition of public records is in accordance with current, approved records retention schedules.

### **Authority**

This records retention schedule was approved by the State Records Committee in accordance with RCW 40.14.050 on December 2, 2015.

*Signature on File*

**For the State Auditor:  
Cindy Evans**

*Signature on File*

**For the Attorney General:  
Isaac Williamson**

*Signature on File*

**For the Office of Financial Management:  
Shane Hamlin**

*Signature on File*

**The State Archivist:  
Steve Excell**

## REVISION HISTORY

Version	Date of Approval	Extent of Revision
1.0	December 2, 2015	Consolidation of all existing disposition authorities (with revisions).

For assistance and advice in applying this records retention schedule,  
please contact the Washington State Lottery's Records Officer  
or Washington State Archives at:  
[recordsmanagement@sos.wa.gov](mailto:recordsmanagement@sos.wa.gov)

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## 1. LOTTERY GAME MANAGEMENT

This section covers records relating to live drawings.

1.1 GAME DRAWINGS <i>The activity of live drawings.</i>			
DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
83-05-31825 Rev. 2	<p><b>Drawing Records</b></p> <p>Provides drawing records including but not limited to:</p> <ul style="list-style-type: none"> <li>• ADM drawing control sheet;</li> <li>• Drawing checklist;</li> <li>• Drawing reports;</li> <li>• Live drawing results;</li> <li>• Incident reports.</li> </ul> <p>Excludes official visual recordings of WSL drawings.</p>	<p><b>Retain</b> for 6 years after drawing <i>then</i> <b>Destroy.</b></p>	<p>NON-ARCHIVAL <b>ESSENTIAL</b> OPR</p>
15-12-68950 Rev. 0	<p><b>Surveillance of Washington's Lottery Drawings</b></p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Digital drawing surveillance recordings needed for audit purposes.</li> </ul>	<p><b>Retain</b> for 15 months after drawing <i>then</i> <b>Destroy.</b></p>	<p>NON-ARCHIVAL <b>ESSENTIAL</b> OPR</p>

## 1.2 PRIZE WINNER INTERACTIONS

*The activity of paying winners.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
91-11-49478 Rev. 1	<p><b>Prize Winner Claim Information File</b></p> <p>Provides information regarding claims and possible debt obligation:</p> <ul style="list-style-type: none"> <li>• Winning tickets;</li> <li>• Claim forms;</li> <li>• Payments;</li> <li>• Debt obligations.</li> </ul> <p>Excludes winning tickets from events.</p>	<p><b>Retain</b> for 6 years after payment of winnings <i>then</i> <b>Destroy.</b></p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>
91-11-49445 Rev. 4	<p><b>Prize Winner Information for Prizes Paid in Installments</b></p> <p>Records relating to prize winner information.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Names;</li> <li>• Addresses;</li> <li>• Other pertinent information;</li> <li>• Retailer location;</li> <li>• Banking documents;</li> <li>• Lotto, Mega Millions and Powerball annuities;</li> <li>• Scratch games with annuity features;</li> <li>• Debt obligations.</li> </ul>	<p><b>Retain</b> for 6 years after last prize awarded <i>then</i> <b>Destroy.</b></p>	<p>NON-ARCHIVAL <b>ESSENTIAL</b> OPR</p>

### 1.3 RETAILER LIAISON

*The activity of licensing and maintaining the Lottery retailers.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
85-08-35948 Rev. 2	<p><b>Retailer Files</b></p> <p>Records relating to the establishment and continuing status of each licensed retailer for lottery sales and their specific business operations.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Initial licensing/required forms;</li> <li>• Banking information;</li> <li>• Correspondence;</li> <li>• Ticket Distribution Invoices;</li> <li>• Ticket Return Form.</li> </ul>	<p><b>Retain</b> for 6 years after termination of license <i>then</i> <b>Destroy.</b></p>	<p>NON-ARCHIVAL <b>ESSENTIAL</b> OFM</p>

## 1.4 SALES AND MARKETING

*The activity of selling Washington State Lottery tickets.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
92-10-51380 Rev. 1	<p><b>Game Promotions – Statewide/Corporate Accounts</b></p> <p>Records relating to the promotion of scratch and draw games.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Barcode form;</li> <li>• Merchandise Prize Claim procedures under \$600;</li> <li>• Merchandise Prize Claim form over \$600;</li> <li>• Promotion Authorization form for game promotions;</li> <li>• Event express forms;</li> <li>• Promotion forms;</li> <li>• Promotion authorization;</li> <li>• Drawing and claim procedures;</li> <li>• Pro Forma;</li> <li>• Wrap-up.</li> </ul>	<p><b>Retain</b> for 4 years after end validation date or end of promotion</p> <p><i>then</i></p> <p><b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OPR
09-10-62128 Rev. 1	<p><b>Late Second Chance Drawing Entries</b></p> <p>Records relating to late entries submitted by Lottery players as part of a promotion.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Late non-winning scratch ticket submitted as a second opportunity for a prize.</li> </ul>	<p><i>Upon receipt,</i></p> <p><b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OPR

## 1.4 SALES AND MARKETING

*The activity of selling Washington State Lottery tickets.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
09-10-62127 Rev. 2	<p><b>Non-Winning Second Chance Drawing Entries</b></p> <p>Records relating to special entries submitted by Lottery players as part of a promotion.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Vouchers;</li> <li>• Non-winning scratch tickets;</li> <li>• Entry Forms.</li> </ul>	<p><b>Retain</b> for 60 days after drawing date</p> <p><i>then</i></p> <p><b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OPR
99-10-59302 Rev. 2	<p><b>Scratch Game Files</b></p> <p>Records relating to the creation, launch and closure of scratch games.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Scratch ticket proof;</li> <li>• Void Scratch tickets;</li> <li>• Trademark paperwork and certificate;</li> <li>• Executed and post-executed working papers;</li> <li>• End of production prize structure;</li> <li>• Shipment summary report;</li> <li>• Invoice payments;</li> <li>• Correspondence;</li> <li>• Game closure memo.</li> </ul>	<p><b>Retain</b> for 6 years after end validate date</p> <p><i>then</i></p> <p><b>Transfer</b> to Washington State Archives for appraisal and selective retention.</p>	<b>ARCHIVAL</b> (Appraisal Required) NON-ESSENTIAL OPR



## 1.4 SALES AND MARKETING

*The activity of selling Washington State Lottery tickets.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
00-11-59962 Rev. 3	<p><b><i>Tickets Received by the Lottery</i></b></p> <p>Records relating to tickets received by the Lottery.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Non-winning tickets mailed in for validation;</li> <li>• Reconstruction paperwork;</li> <li>• Winning tickets validated at an event.</li> </ul> <p>Excludes winning tickets received by the Lottery.</p>	<p><b>Retain</b> for 2 years after receipt <i>then</i> <b>Destroy.</b></p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>

## 1.5 SECURITY

*The activity of ensuring the safety and integrity of the agency.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
91-11-49421 Rev. 3	<p><b>Background Files</b> Records relating to criminal history information. Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Employees;</li> <li>• Contractors/Vendors;</li> <li>• Applicants.</li> </ul>	<p><b>Retain</b> for 6 years after termination or disqualification <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OFM
83-08-32766 Rev. 1	<p><b>Case Files</b> Records relating to investigations. Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Physical evidence;</li> <li>• Supporting documentation.</li> </ul>	<p><b>Retain</b> for 6 years after final disposition <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OPR

## GLOSSARY

### ***Appraisal***

The process of determining the value and disposition of records based on their current administrative, legal, and fiscal use; their evidential and informational or research value; and their relationship to other records.

### ***Archival (Appraisal Required)***

Public records which may possess enduring legal and/or historic value and must be appraised by the Washington State Archives on an individual basis.

*Public records will be evaluated, sampled, and weeded according to archival principles by archivists from Washington State Archives (WSA). Records not selected for retention by WSA may be disposed of after appraisal.*

### ***Archival (Permanent Retention)***

Public records which possess enduring legal and/or historic value and must not be destroyed. State government agencies must transfer these records to Washington State Archives (WSA) at the end of the minimum retention period.

*WSA will not sample, weed, or otherwise dispose of records fitting the records series description designated as "Archival (Permanent Retention)" other than the removal of duplicates.*

### ***Disposition***

Actions taken with records when they are no longer required to be retained by the agency.

*Possible disposition actions include transfer to Washington State Archives and destruction.*

### ***Disposition Authority Number (DAN)***

Control numbers systematically assigned to records series or records retention schedules when they are approved by the State Records Committee.

### **Essential Records**

Public records that state government agencies must have in order to maintain or resume business continuity following a disaster. While the retention requirements for essential records may range from very short-term to archival, these records are necessary for an agency to resume its core functions following a disaster.

*Security backups of these public records should be created and may be deposited with Washington State Archives in accordance with Chapter 40.10 RCW.*

### **Non-Archival**

Public records which do not possess sufficient historic value to be designated as “Archival”. Agencies must retain these records for the minimum retention period specified by the appropriate, current records retention schedule.

*Agencies should destroy these records after their minimum retention period expires, provided that the records are not required for litigation, public records requests, or other purposes required by law.*

### **Non-Essential Records**

Public records which are not required in order for an agency to resume its core functions following a disaster, as described in Chapter 40.10 RCW.

### **OFM (Office Files and Memoranda)**

Public records which have been designated as “Office Files and Memoranda” for the purposes of RCW 40.14.010.

*RCW 40.14.010 – Definition and classification of public records.*

*(2) “Office files and memoranda include such records as correspondence, exhibits, drawings, maps, completed forms, or documents not above defined and classified as official public records; duplicate copies of official public records filed with any agency of the state of Washington; documents and reports made for the internal administration of the office to which they pertain but not required by law to be filed or kept with such agency; and other documents or records as determined by the records committee to be office files and memoranda.”*

### **OPR (Official Public Records)**

**Public records which have been designated as “Official Public Records” for the purposes of RCW 40.14.010.**

*RCW 40.14.010 – Definition and classification of public records.*

*(1) “Official public records shall include all original vouchers, receipts, and other documents necessary to isolate and prove the validity of every transaction relating to the receipt, use, and disposition of all public property and public income from all sources whatsoever; all agreements and contracts to which the state of Washington or any agency thereof may be a party; all fidelity, surety, and performance bonds; all claims filed against the state of Washington or any agency thereof; all records or documents required by law to be filed with or kept by any agency of the state of Washington; ... and all other documents or records determined by the records committee... to be official public records.”*

### **Public Records**

**RCW 40.14.010 – Definition and classification of public records.**

*“... The term “public records” shall include any paper, correspondence, completed form, bound record book, photograph, film, sound recording, map drawing, machine-readable material, compact disc meeting current industry ISO specifications, or other document, regardless of physical form or characteristics, and including such copies thereof, that have been made by or received by any agency of the state of Washington in connection with the transaction of public business...”*

### **Records Series**

**A group of records, performing a specific function, which is used as a unit, filed as a unit, and may be transferred or destroyed as a unit. A records series may consist of a single type of form or a number of different types of documents that are filed together to document a specific function.**

### **State Records Committee**

**The committee established by RCW 40.14.050 to review and approve disposition of state government records.**

*Its four members include the State Archivist and one representative each from the Office of the Attorney General, Office of the State Auditor, and the Office of Financial Management.*

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