



Agency Records Disposition Schedule

Department: Department of Revenue

Section:

Division: Missouri State Lottery Commission

Sub-Section:

TITLE: Denied License Records

CUTOFF: EOSFY in which license denied

DESCRIPTION: Records include, but are not limited to application, Notice of Action, statutory authority, evidence, affidavits or written summaries of witness statements, and requests for extensions. The reason for denial of a license shall be specified in writing by the commission. Records produced and maintained per 12 CSR 40-40.090, 12 CSR 40-40.130, 313.057, 313.020 and 313.265 RSMo.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 7196

SERIES STATUS: Approved

APPROVAL DATE: 11/13/2013

TITLE: Inactive License Records

CUTOFF: EOSFY in which license terminated

DESCRIPTION: Records include, but are not limited to submitted retailers license applications and signed contracts for any additional equipment installs or any type of business structure change not deemed to be a change of ownership. A license shall be valid until terminated by the lottery for the reasons specified in 313.035 RSMo. Records produced and maintained per 12 CSR 40-40.070, 12 CSR 40-40.110, 12 CSR 40-40.120 and 313.057.10 RSMo.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 7199

SERIES STATUS: Approved

APPROVAL DATE: 11/13/2013



Agency Records Disposition Schedule

Department: Department of Revenue

Section:

Division: Missouri State Lottery Commission

Sub-Section:

TITLE: Investigation Records

CUTOFF: EOY in which investigation closed

DESCRIPTION: Records include, but are not limited to internal computer reports, police reports and internal reporting system reports. Investigations done on behalf of the commission by the Attorney General or Highway Patrol. Records produced and maintained per 313.560(9)(10), 313.830 RSMo. and Title V chapter 43.543.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 7201

SERIES STATUS: Approved

APPROVAL DATE:

11/13/2013

TITLE: Missouri Lottery Winner Claim Forms

CUTOFF: EOSFY in which game ends

DESCRIPTION: Records include, but are not limited to claim forms, winning tickets, and IRS Form W-9. An official Missouri Lottery winner claim form with the winning ticket must be submitted for any prize of six hundred and one dollars and above. A photo ID is also required when claiming a prize. Records produced and maintained per CSR 40-60.030.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 7203

SERIES STATUS: Approved

APPROVAL DATE:

11/13/2013

TITLE: Return Ticket Forms

CUTOFF: EOSFY in which game ends

DESCRIPTION: Records include, but are not limited to return ticket forms and returned tickets. Unsold ticket packs are returned to regional offices where they are scanned to generate an inventory listing of all returned unsold instant game lottery tickets. Records produced and maintained per 12 CSR 40-20.040.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 7207

SERIES STATUS: Approved

APPROVAL DATE:

11/13/2013



Agency Records Disposition Schedule

Department: Department of Revenue

Section:

Division: Missouri State Lottery Commission

Sub-Section:

TITLE: Revoked License Records

CUTOFF: EOSFY in which license revoked

DESCRIPTION: Records include, but are not limited to copies of the applications, investigation reports, hearing conclusions, and written Notice of Revocation or Suspension. The director shall revoke after a hearing, the license of any person who has violated any of the terms specified in 313.070 RSMo. Records produced and maintained per 12 CSR 40-40.110, 12 CSR 40-40.120, 313.220, 313.070 and 313.035 RSMo.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 7197

SERIES STATUS: Approved

APPROVAL DATE:

11/13/2013

TITLE: Ticket Invoices

CUTOFF: EOSFY in which game ends

DESCRIPTION: Records include, but are not limited to ticket invoices that include game and pack numbers of each pack assigned to the retailer. Instant game ticket invoices are returned to the Missouri Lottery. Records produced and maintained per CSR 40-20.040.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 7208

SERIES STATUS: Approved

APPROVAL DATE:

11/13/2013