

NORTH CAROLINA EDUCATION LOTTERY COMMISSION  
NORTH CAROLINA EDUCATION LOTTERY  
MIS AND GAMING SYSTEMS DEPARTMENT

Program Records Retention and Disposition Schedule

The Program Records Retention and Disposition Schedule and retention periods governing the records series listed herein are hereby approved. In accordance with the provisions of Chapters 121 and 132 of the General Statutes of North Carolina, it is agreed that the records of the

**MIS AND GAMING SYSTEMS DEPARTMENT**

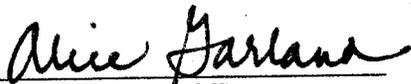
do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention and disposition instructions specified in this schedule. However, records subject to audit or those legally required for ongoing official proceedings must be retained until released from such audits or official proceedings, notwithstanding the instructions of this schedule. **Public records including electronic records not listed in this schedule or in the *General Schedule for State Agency Records* are not authorized to be destroyed.**

The

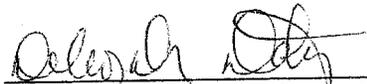
**MIS AND GAMING SYSTEMS DEPARTMENT**

agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

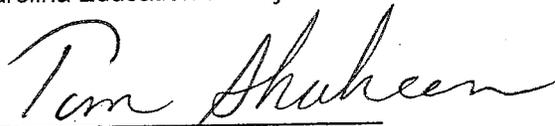
**APPROVAL RECOMMENDED**



Alice Garland, Records Officer  
North Carolina Education Lottery



Deborah Doty, Deputy Executive Director  
MIS and Gaming Systems Department



Tom Shaheen, Executive Director  
North Carolina Education Lottery

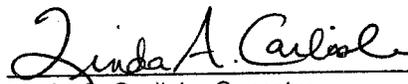


David Brook, Director  
Division of Historical Resources

**APPROVED**



Robert A. Barris, Jr., Chair  
North Carolina Education Lottery Commission



Linda A. Carlisle, Secretary  
Department of Cultural Resources

July 24, 2009

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**NORTH CAROLINA EDUCATION LOTTERY COMMISSION  
NORTH CAROLINA EDUCATION LOTTERY  
MIS AND GAMING SYSTEMS DEPARTMENT  
INTERNAL CONTROL SYSTEM**

**ITEM 48045. ROOM ENTRY LOG FILE.**

Log listing all individuals who have entered the Internal Control System (ICS) room.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

**ITEM 48047. INTERNAL CONTROL SYSTEM (ICS) REPORTS FILE.**

Records in paper and electronic formats of sales and financial reports. File includes winners' information, sales data, retailers' information for Carolina Cash 5, Powerball, and Pick 3 online games.

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records after 3 years.

**ITEM 48048. DATA SERVICE VERIFICATION SLIP FILE.**

Records concerning services performed on Internal Control System (ICS) equipment. File includes service verification slips.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

**ITEM 48049. CHECKLISTS FILE.**

Records concerning the procedures for entering all online games and draw information for each business day for all Pick 3, Carolina Cash 5, and Powerball draws on the Internal Control System (ICS) system. File includes checklists of the entering procedures.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

**ITEM 48050. PRIMARY BACKUP FILE.**

Electronic records of backup transaction data stored at SC Data.

DISPOSITION INSTRUCTIONS: Destroy in office after 7 years.

**ITEM 48051. CHECK-OFF SHEET FILE.**

Check-off sheets from Finance Department that shows the amount of prize payouts and updates. File includes checklist that details modifications that are needed to the records.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

**ITEM 48052. PRIZE PAYOUT AND UPDATES FILE.**

Records in paper and electronic formats concerning the amount of prize payouts and updates.

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records after 2 years.

**ITEM 48053. TURNOVER LOG DATABASE (ELECTRONIC) FILE.**

Electronic records of logs that show all procedures and issues encountered during the Internal Control System (ICS) turnover process. (File maintenance and backup procedures conducted by Gaming Vendor.)

DISPOSITION INSTRUCTIONS: Update in office routinely. Destroy in office after 2 year(s) if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

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MIS AND GAMING SYSTEMS DEPARTMENT  
MANAGEMENT INFORMATION SYSTEMS**

**ITEM 48054. ENTRY LOG FILE.**

Records concerning log of all people who enter into the Data Center.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

**ITEM 48055. ADMINISTRATIVE BACKUP TAPES FILE.**

Backup server data on tapes stored at SC Data.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

**ITEM 48056. VOICE RECORDINGS FILE.**

Voice recordings of Auto-Call-Distribution (ACD) groups.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

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MIS AND GAMING SYSTEMS DEPARTMENT  
QUALITY ASSURANCE**

**ITEM 48041. SOFTWARE ISSUES FILE.**

Records in paper and electronic formats concerning software used by the North Carolina Education Lottery. File includes Request for Software Services (RFSS) database information, electronic software issues information, and other related records.

**DISPOSITION INSTRUCTIONS:** Destroy in office paper and electronic records 5 years after expiration of contract if no litigation, audit, claim, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion and resolution of issues involved.

**ITEM 48044. RELEASE ACCEPTANCE TEST FILE.**

Records in paper and electronic formats concerning tests performed to ensure quality of gaming systems. File includes software requirement specifications, issues log spreadsheet, test plan, test cases and scripts, status reports, test calendars, and other related records.

**DISPOSITION INSTRUCTIONS:** Destroy in office paper and electronic records when superseded or obsolete.