NORTH CAROLINA EDUCATION LOTTERY COMMISSION
NORTH CAROLINA EDUCATION LOTTERY
SALES

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

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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

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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 This schedule is to remain in effect until superseded.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

Sam Hammett, Deputy Executive Director
Sales

Tom Shaheen, Executive Director
North Carolina Education Lottery

David Brook, Director
Division of Historical Resources

APPROVED

Robert A. Farris, 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
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ITEM 48164. RETAILER FILE.

Records concerning North Carolina Education Lottery retailers. File includes Return Ticket receipts, sign off sheets, Ticket Delivery receipts, training certificates, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 year(s). Records will be held for agency in the State Records Center 5 additional years and then destroyed.

ITEM 48165. EMPLOYEE INCENTIVE PROGRAM FILE.

Records concerning North Carolina Education Lottery sales incentive program. File includes individual employee incentive scales, individual sales results, incentive payments per quarter, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 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.