

Illinois Gaming Board

Records Retention Schedule 2015

| <u>ITEMS</u> | <u>Division Reference</u> | <u>Minimum Retention Period</u> |
|---|---------------------------|---------------------------------|
| Accounts Payable Ledger | Acct/Fin | 2 YEARS |
| Accounts Receivable Ledger | Acct/Fin | 2 YEARS |
| Annual Reports | Corporate | 2 YEARS |
| Agreements, Municipalities | Acct/Fin | 5 YEARS |
| Attendance Records | Personnel | 2 YEARS |
| Audit Reports | Admin | 2 YEARS |
| Audit Work Papers | Admin | 2 YEARS |
| Authorization and Appropriations for Expenditures | Corporate | 2 YEARS |
| Bank Deposit Slips | Acct/Fin | 2 YEARS |
| Bank Reconciliation's | Acct/Fin | 2 YEARS |
| Bank Statements | Acct/Fin | 2 YEARS |
| Bill Validator Report | Gaming | 2 YEARS |
| Cage Check-Out Sheets | I/C | 2 YEARS |
| Cage Department Shortage Slip | I/C | 2 YEARS |
| Cage Paid Out | Gaming | 2 YEARS |
| Cage Variation Slip | I/C | 2 YEARS |
| Capital Stock Certificates | Corporate | PERMANENT |
| Capital Stock Ledger | Corporate | PERMANENT |
| Capital Stock Transfer Records | Corporate | PERMANENT |
| Card and Dice Pickup and destruction | Gaming | 2 YEARS |
| Card Discrepancy report | Gaming | 2 YEARS |
| Card Inventory Ledger | Gaming | 1 YEAR |
| Caribbean Stud Poker Jackpot Payout Slip | Gaming | 2 YEARS |
| Cash Receipts & Disbursements Ledgers | Acct/Fin | 2 YEARS |
| Cash Sales Slips | Acct/Fin | 2 YEARS |
| Cash Transfer Slips | Gaming | 2 YEARS |
| Casino Bank Count Sheet/log | Gaming | 2 YEARS |
| Casino Card Issuance Log | Gaming | 1 YEAR |
| Casino Dice Issuance Log | Gaming | 1 YEAR |
| Change Bank Buy Slip | I/C | 2 YEARS |
| Change Bank Check In/Out Sheet | I/C | 2 YEARS |
| Charters, Constitution, Bylaws and Amendments | Corporate | PERMANENT |
| Checks | Acct/Fin | 3 YEARS |
| Chip / Token Destruction Reports | Gaming | 2 YEARS |
| Collections Contact Card | Gaming | 2 YEARS |
| Contracts, Agents and Consultants | Acct/Fin | 5 YEARS |
| Contracts, Construction | Acct/Fin | 5 YEARS |
| Contracts, Employee | Corporate | PERMANENT |
| Contracts, Labor Union | Corporate | PERMANENT |
| Correspondence-related to acquisitions | Acct/Fin | 5 YEARS |
| Correspondence-related to construction | Acct/Fin | 5 YEARS |
| Correspondence-related to financing | Acct/Fin | 5 YEARS |
| Correspondence-related to municipal agreements | Acct/Fin | 5 YEARS |
| Count Room Sign-In Sheet | Gaming | 2 YEARS |
| Credit Application and related documents | Gaming | 7 YEARS |

Illinois Gaming Board

Records Retention Schedule 2015

| ITEMS | Division Reference | Minimum Retention Period |
|--|-------------------------------|---|
| Credit Memo Slip | Gaming | 2 YEARS |
| Currency Transaction Report by Casinos - Form 8362 | I/C | 5 YEARS |
| Customer Check / Counter Check | Gaming | 2 YEARS |
| Daily Cash Summary Report | Acct/Fin | 2 YEARS |
| Daily Passenger Report and reconciliation | Gaming | 2 YEARS |
| Denomination Summary Report | Gaming | 2 YEARS |
| Dice Inventory Ledger | Gaming | 1 YEAR |
| Donations | Acct/Fin | 5 YEARS |
| Drop Verification Report | I/C | 2 YEARS |
| Due Diligence - Vendor Inquiries and Disclosures | Acct/Fin | 4 YEARS |
| EGD Cash Drop Slip | Gaming | 2 YEARS |
| EGD Control Log | Gaming | 2 YEARS |
| EGD Drop / Win Report | I/C | 2 YEARS |
| EGD Machine Malfunction Log | Gaming | 2 YEARS |
| Entertainment - Gifts and Gratuities | Acct/Fin | 3 YEARS |
| EPROM Work Log | I/C | 2 YEARS |
| Expense Reports | Acct/Fin | 2 YEARS |
| Fidelity Bonds | Personnel | PERMANENT |
| Financial Statements | Acct/Fin | PERMANENT |
| General Journal Entries | Acct/Fin | PERMANENT |
| General Journal Supporting Papers | Acct/Fin | PERMANENT |
| General Ledger | Acct/Fin | PERMANENT |
| Hard Count Sheet | Gaming | 2 YEARS |
| Incident Report | Gaming | 5 YEARS |
| Income Audit Exception Report | Gaming | 2 YEARS |
| Incorporation Records and Certificates | Corporate | PERMANENT |
| In-House Food & Beverage Requisition | I/C | 2 YEARS |
| Inventory Logs-chips and tokens | Gaming | 2 YEARS |
| Inventory Reports | Taxation | 2 YEARS |
| Invoices | I/C | 2 YEARS |
| Jackpot and Fills Detail Report | Gaming | 2 YEARS |
| Jackpot Payout Slip and Hopper Fill Slip | Gaming | 2 YEARS |
| Jackpot / Hopper Slip | Gaming | 2 YEARS |
| Key Transfer Logs | Gaming | 2 YEARS |
| Leases | Plnt/Prop | 2 YEARS |
| Leases-related to municipalities | Acct/Fin | 5 YEARS |
| Licenses, Federal, State, Local | Corporate | PERMANENT |
| Machine Entry Log | Gaming | 2 YEARS |
| Marker | Gaming | 2 YEARS |
| Marker Control Log | Gaming | 2 YEARS |
| Marker Envelope | I/C | 2 YEARS |
| Marker Redemption | Gaming | 2 YEARS |
| Marketing Coupons Redeemed | Gaming | 2 YEARS |
| Master Games Report | Gaming | 2 YEARS |
| Miscellaneous Receipts and Disbursements | Gaming | 2 YEARS |
| Mortgages | Legal | PERMANENT |

Illinois Gaming Board Records Retention Schedule 2015

| ITEMS | Division Reference | Minimum Retention Period |
|--|-------------------------------|---|
| Non-Gaming Employee Tip Redemption Log | I/C | 2 YEARS |
| Notes Canceled | Acct/Fin | PERMANENT |
| Open Change Bank Log | Gaming | 2 YEARS |
| Over / Short Slip | Gaming | 2 YEARS |
| Parking Ticket Stubs | Gaming | 1 YEAR |
| Partnership Agreements and Records | Corporate | PERMANENT |
| Passenger Count Form / Turnstile Reading Report | Gaming | 2 YEARS |
| Passenger Ticket Stubs | Gaming | 2 YEARS |
| Payroll Records | Personnel | 2 YEARS |
| Pension Plans | Personnel | PERMANENT |
| Personnel Files | Personnel | PERMANENT |
| Petty Cash Records | Acct/Fin | 2 YEARS |
| Pit Error Form | I/C | 2 YEARS |
| Pit Settlement Sheet | I/C | 2 YEARS |
| Player Rating Form | Gaming | 2 YEARS |
| Player Rating Report | Gaming | 2 YEARS |
| Progressive Meter Correction | Gaming | 2 YEARS |
| Purchase Lease Records | Plnt/Prop | PERMANENT |
| Purchase Requisition Forms | I/C | 2 YEARS |
| Quotations (competitive bidding documents) | Purchasing | 2 YEARS |
| RAM Clearing Slip | Gaming | 2 YEARS |
| Rating Cards | Personnel | 2 YEARS |
| Receipts for Cash Expended | I/C | 2 YEARS |
| Receiving Reports | Purchasing | 2 YEARS |
| Request for Jackpot / Hopper fills | Gaming | 2 YEARS |
| Sensitive Key Logs/Records | Gaming | 2 YEARS |
| Sensitive Key Transfer Logs | Gaming | 2 YEARS |
| Settlement Agreements | Legal | 5 YEARS |
| Signature Cards | Gaming | 2 YEARS |
| Slot Club Detail Listings | Gaming | 2 YEARS |
| Slot Club Vouchers | Gaming | 2 YEARS |
| Slot Information System Reports | Gaming | 2 YEARS |
| Slot Soft Count Report (EGDs) | Gaming | 2 YEARS |
| Slot Variance Report | Gaming | 2 YEARS |
| Stock Certificates, Canceled | Corporate | PERMANENT |
| Stockholder Minutes, Books and Resolutions | Corporate | PERMANENT |
| Stockholder Proxies | Corporate | PERMANENT |
| Stockholder Reports | Corporate | PERMANENT |
| Stock, Stock Transfers and Stockholders Records | Corporate | PERMANENT |
| Surveillance - Logs and Reports | Gaming | 2 YEARS |
| Surveillance Videotapes/Digital Recordings-Investigation Related | Gaming | Written Authorization Required |
| Surveillance Videotapes/Digital Recordings - Routine | Gaming | 14 DAYS |
| Table Fills / Credit Slips | Gaming | 2 YEARS |
| Table Game Drop Slips | Gaming | 2 YEARS |
| Table Inventory Form / Shift End Transfer Sheet | Gaming | 2 YEARS |
| Table Inventory Layout Ledgers | Gaming | 1 YEAR |

Illinois Gaming Board

Records Retention Schedule 2015

| <u>ITEMS</u> | <u>Division Reference</u> | <u>Minimum Retention Period</u> |
|---|---------------------------|---------------------------------|
| Table Soft Count Slip | Gaming | 2 YEARS |
| Tax Returns and Working Papers | Taxation | PERMANENT |
| Temporary Badge Sign-Out Sheet | Gaming | 2 YEARS |
| Tip Count Sheet | I/C | 2 YEARS |
| Training Manuals | Personnel | 2 YEARS |
| Trial Balance Sheets | Acct/Fin | 2 YEARS |
| Unclaimed Jackpot Log | Gaming | 2 YEARS |
| Uncollectible Accounts | Acct/Fin | 2 YEARS |
| Vault Count Sheet (end of shift / end of day) | Gaming | 2 YEARS |
| Vendor Contracts | Purchasing | 2 YEARS |
| Vendor Sign-In Log | Gaming | 2 YEARS |
| VIP Card | Gaming | 2 YEARS |
| Visitor Sign-In Log | Gaming | 2 YEARS |
| Vouchers/Redeemed-Investigation Related | Gaming | Written Authorization Required |
| Vouchers/Redeemed | Gaming | 1 YEAR |
| Weigh Scale Calibration Module Access Log | Gaming | 2 YEARS |
| Weigh Scale Drop Amount | Gaming | 2 YEARS |
| Weigh Scale Tape | Gaming | 2 YEARS |
| Window Count Sheet | Gaming | 2 YEARS |
| Write Off Authorization Form | I/C | 2 YEARS |