



# ILLINOIS GAMING BOARD

JB Pritzker • Governor Charles Schmadeke • Chairman Marcus D. Fruchter • Administrator

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## Sports Wagering Record Retention Schedule Effective Date: April 21, 2021

Licenses other than occupational licenses are required to retain records in accordance with a retention schedule published and periodically updated by the Administrator. 11 Ill. Admin. Code 1900.330. The below record retention schedule is hereby adopted.

/s/ 

Marcus D. Fruchter  
Administrator  
Illinois Gaming Board

<u>ITEM</u>	<u>Division Reference</u>	<u>Minimum Retention Period</u>
Accounts Payable Ledger	Acct/Fin	2 YEARS
Accounts Receivable Ledger	Acct/Fin	2 YEARS
Agreements, Municipalities	Acct/Fin	5 YEARS
Annual Reports	Corporate	2 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
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
Charters, Constitution, Bylaws and Amendments	Corporate	PERMANENT

Checks	Acct/Fin	3 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
Currency Transaction Report by Casinos - Form 8362	I/C	5 YEARS
Daily Cash Summary Report	Acct/Fin	2 YEARS
Denomination Summary Report	Gaming	2 YEARS
Donations	Acct/Fin	5 YEARS
Due Diligence - Vendor Inquiries and Disclosures	Acct/Fin	4 YEARS
Employee Tip Redemption Log	I/C	2 YEARS
Entertainment - Gifts and Gratuities	Acct/Fin	3 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
Inventory Reports	Taxation	2 YEARS
Invoices	I/C	2 YEARS
Key Transfer Logs	Gaming	2 YEARS
Kiosk Cash Drop Slip	Gaming	2 YEARS
Kiosk Control Log	Gaming	2 YEARS
Kiosk Information System Reports	Gaming	2 YEARS
Kiosk Machine Malfunction Log	Gaming	2 YEARS
Kiosk Soft Count Report	Gaming	2 YEARS
Kiosk Variance Report	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
Marketing Coupons and Promotional Play Redeemed	Gaming	2 YEARS

Miscellaneous Receipts and Disbursements	Gaming	2 YEARS
Mortgages	Legal	PERMANENT
Notes Canceled	Acct/Fin	PERMANENT
Open Change Bank Log	Gaming	2 YEARS
Over / Short Slip	Gaming	2 YEARS
Partnership Agreements and Records	Corporate	PERMANENT
Payroll Records	Personnel	2 YEARS
Pension Plans	Personnel	PERMANENT
Personnel Files	Personnel	PERMANENT
Petty Cash Records	Acct/Fin	2 YEARS
Player Rating Form	Gaming	2 YEARS
Player Rating Report	Gaming	2 YEARS
Player Rewards Benefits Issued	Gaming	2 YEARS
Player Rewards Detail Listings	Gaming	2 YEARS
Purchase Lease Records	Plnt/Prop	PERMANENT
Purchase Requisition Forms	I/C	2 YEARS
Quotations (competitive bidding documents)	Purchasing	2 YEARS
Rating Cards	Personnel	2 YEARS
Receipts for Cash Expended	I/C	2 YEARS
Receiving Reports	Purchasing	2 YEARS
Reserve Records	Acct/Fin	5 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
Stock Certificates, Canceled	Corporate	PERMANENT
Stock, Stock Transfers and Stockholders Records	Corporate	PERMANENT
Stockholder Minutes, Books and Resolutions	Corporate	PERMANENT
Stockholder Proxies	Corporate	PERMANENT
Stockholder Reports	Corporate	PERMANENT
Surveillance - Logs and Reports	Gaming	2 YEARS
Surveillance Videotapes/Digital Recordings - Routine	Gaming	14 DAYS
Surveillance Videotapes/Digital Recordings- Investigation Related	Gaming	Written Authorization Required
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 Tickets 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
Visitor Sign-In Log	Gaming	2 YEARS
Vouchers/Redeemed	Gaming	1 YEAR
Vouchers/Redeemed-Investigation Related	Gaming	Written Authorization Required
Window Count Sheet	Gaming	2 YEARS