



# ILLINOIS GAMING BOARD

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

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## Video Gaming Record Retention Schedule

Effective Date: April 21, 2021

Licensed terminal operators are required to retain records in accordance with a retention schedule published and periodically updated by the Administrator. 11 Ill. Admin. Code 1800.360. 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	5 YEARS
Accounts Receivable Ledger	Acct/Fin	5 YEARS
Agreements, Municipalities	Acct/Fin	5 YEARS
Annual Reports	Corporate	5 YEARS
Attendance Records	Personnel	5 YEARS
Audit Reports	Admin	5 YEARS
Audit Work Papers	Admin	5 YEARS
Authorization and Appropriations for Expenditures	Corporate	5 YEARS
Bank Deposit Slips	Acct/Fin	5 YEARS
Bank Reconciliation's	Acct/Fin	5 YEARS
Bank Statements	Acct/Fin	5 YEARS
Bill Validator Report	Gaming	5 YEARS
Capital Stock Certificates	Corporate	PERMANENT
Capital Stock Ledger	Corporate	PERMANENT
Capital Stock Transfer Records	Corporate	PERMANENT
Cash Drop and Fill Reports/Reconciliations	Gaming	5 YEARS
Cash Receipts & Disbursements Ledgers	Acct/Fin	5 YEARS
Cash Sales Slips	Acct/Fin	5 YEARS
Cash Transfer Slips	Gaming	5 YEARS
Charters, Constitution, Bylaws and Amendments	Corporate	PERMANENT
Checks	Acct/Fin	5 YEARS
Collection Route Schedules	Gaming	5 YEARS
Contracts, Construction	Acct/Fin	5 YEARS

Contracts, Employee	Corporate	PERMANENT
Contracts, Labor Union	Corporate	PERMANENT
Contracts, Other (independent contractors, consultants, or other gaming entities)	Acct/Fin	5 YEARS
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	5 YEARS
Currency Transaction Report	Acct/Fin	5 YEARS
Customer Data Collected (via Computer App or other)	Gaming	5 YEARS
Daily Cash Summary Report	Acct/Fin	5 YEARS
Denomination Summary Report	Gaming	5 YEARS
Donations	Acct/Fin	5 YEARS
Due Diligence - Vendor Inquiries and Disclosures	Acct/Fin	5 YEARS
Entertainment - Gifts and Gratuities	Acct/Fin	5 YEARS
Establishment Compliance Reports	Gaming	5 YEARS
Expense Reports	Acct/Fin	5 YEARS
Facility Pay Records	Gaming	5 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	5 YEARS
Incident Report	Gaming	5 YEARS
Incorporation Records and Certificates	Corporate	PERMANENT
Inventory Reports	Taxation	5 YEARS
Invoices	Acct/Fin	5 YEARS
Jackpot / Hopper Slip	Gaming	5 YEARS
Jackpot and Fills Detail Report	Gaming	5 YEARS
Jackpot Payout Slip and Hopper Fill Slip	Gaming	5 YEARS
Key Transfer Logs	Gaming	5 YEARS
Leases	Plnt/Prop	5 YEARS
Leases-related to municipalities	Acct/Fin	5 YEARS
Licenses, Federal, State, Local	Corporate	PERMANENT
Machine Entry Log	Gaming	5 YEARS
Marketing Coupons Promotional Play Redeemed	Gaming	5 YEARS
Miscellaneous Receipts and Disbursements	Gaming	5 YEARS
Mortgages	Legal	PERMANENT
Notes Canceled	Acct/Fin	PERMANENT
Partnership Agreements and Records	Corporate	PERMANENT

Payroll Records	Personnel	5 YEARS
Pension Plans	Personnel	PERMANENT
Personnel Files	Personnel	PERMANENT
Petty Cash Records	Acct/Fin	5 YEARS
Player Rewards Benefits Issued	Gaming	5 YEARS
Player Rewards Detail Listings	Gaming	5 YEARS
Progressive Meter Correction	Gaming	5 YEARS
Purchase Lease Records	Plnt/Prop	PERMANENT
Purchase Requisition Forms	Acct/Fin	5 YEARS
Quotations (competitive bidding documents)	Purchasing	5 YEARS
RAM Clearing Slip	Gaming	5 YEARS
Rating Cards	Personnel	5 YEARS
Receipts for Cash Expended	Acct/Fin	5 YEARS
Receiving Reports	Purchasing	5 YEARS
Request for Jackpot / Hopper fills	Gaming	5 YEARS
Revenue Share Agreements	Acct/Fin	PERMANENT
Sensitive Key Logs/Records	Gaming	5 YEARS
Sensitive Key Transfer Logs	Gaming	5 YEARS
Settlement Agreements	Legal	5 YEARS
Settlement Documents (TO/Establishment Share)	Acct/Fin	5 YEARS
Signature Cards	Gaming	5 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
Tax Returns and Working Papers	Taxation	PERMANENT
Third Party Vendor Technician/Handler Records	Gaming	5 YEARS
Training Manuals	Personnel	5 YEARS
Trial Balance Sheets	Acct/Fin	5 YEARS
Unclaimed Ticket Log	Gaming	5 YEARS
Uncollectible Accounts	Acct/Fin	5 YEARS
Use Agreements	Gaming	PERMANENT
Vault Count Sheet (end of shift / end of day)	Gaming	5 YEARS
Vehicle Logs (Vehicles used for collections/drops & fills)	Gaming	5 YEARS
Vendor Contracts	Purchasing	5 YEARS
VGT Variance Report	Gaming	5 YEARS
VGT Cash Drop Slip	Gaming	5 YEARS
VGT Control Log	Gaming	5 YEARS
VGT Drop/Win Report	Gaming	5 YEARS
VGT Information System Reports	Gaming	5 YEARS
VGT Inventory and Installation Report	Gaming	5 YEARS

VGT Machine Malfunction Log	Gaming	5 YEARS
VGT Soft Count Report	Gaming	5 YEARS
VGT Work Log	Gaming	5 YEARS
Vouchers/Redeemed	Gaming	5 YEARS
Vouchers/Redeemed-Investigation Related	Gaming	Written Authorization Required