

INTEROFFICE MEMO

Gary Grief, Executive Director

Philip D. Sanderson, Charitable Bingo Operations Director

RECORDS DISPOSAL APPROVAL

To: Mike Fernandez, Records Management Officer

From: Kathy Pyka, Controller

Date: April 4, 2011

Re: Request to Dispose of Agency Records

RECORDS INFORMATION:

Records Series Item Number: 4.4.001

Agency Item Number: OC.4.1.001

Records Series Title: General & Subsidiary Ledgers

Date of Records: 2005

Volume and Medium (paper, microfilm, emails, electronic): 5 Boxes

FINAL DISPOSITION METHOD:

Shred. These records are stored at the agency or Texas State Records Center (circle one) and have met the retention requirements of the agency Records Retention Schedule. Include the 106 Approval Number for items stored at the Texas State Records Center.

DIVISION APPROVAL:

Approved by authority of:

Section Manager

Date

Approved - No Pending Claims, Negotiations, Audits or Administrative Reviews.

Kathy Pyka
Division Director

4/1/2011
Date

Approved - No Pending Claims, Negotiations, Audits or Administrative Reviews.

REQUIRED APPROVALS:

Records Retention Coordinator

Date

Approved - Records Meet Total Retention Period.

Records Management Officer

Date

Not Approved - Records Do Not Meet Total Retention Period.

Open Records Coordinator

Date

Approved - Records Meet Total Retention Period.

Not Approved - Records Do Not Meet Total Retention Period.

General Counsel

Date

Approved - No Open Records

Not Approved - Pending Open Records

FINAL APPROVAL:

Gary Grief
Executive Director

Date

Approved - No Pending Litigation

Not Approved - Pending Litigation

OC-D-08-054



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 14 of 52

2. Agency Code	362	3. Agency Name	TEXAS LOTTERY COMMISSION	
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period	8. Archival
			Agency Storage	Total
				Remarks
				10. 106 No.
				11. TSLAC ONLY Amend. No.

4.2.004	4.2.005	4.2.006	4.2.007	4.3.001	4.3.002	4.3.003	4.4.001	4.4.002	4.4.003	4.4.004
OC.4.2.002	OC.4.2.003	OC.4.2.004	OC.4.2.005	OC.4.3.001	OC.4.3.002	OC.4.3.003	OC.4.4.001	OC.4.4.002	OC.4.4.003	OC.4.4.004
Encumbrance Vouchers	Purchase Vouchers	General Journal Vouchers	Expenditure Vouchers (Travel, Payroll, etc.)	Sales Journals or Registers	Receipts Journals or Registers	Expenditure Journal or Registers	General and Subsidiary Ledger (Retailer Adjustment Reports, automated GL Reports)	Accounts Receivable Ledgers	Accounts Payable Ledgers	Employee Savings Bond Ledgers
FE+3	FE+3	FE+3	FE+3	FE+3	FE+3	FE+3	FE+3	FE+3	FE+3	FE+3

Retention Codes (Field 7)

AC - After Closed, Terminated, Completed, Expired, Settled
 AV - Administrative Value

LR 105
 rev. 06/05

CE - Calendar Year End
 FE - Fiscal Year End

LA - Life of Asset
 MO - Months

Archival Codes (Field 8)

PM - Permanent
 US - Until Superseded
 A - Transfer to State Archives
 R - Review by State Archivist



INTEROFFICE MEMO

Gary Grief, Executive Director

Philip D. Sanderson, Charitable Bingo Operations Director

RECORDS DISPOSAL APPROVAL

To: Mike Fernandez, Records Management Officer
From: Kathy Pyka, Controller
Date: April 4, 2011
Re: Request to Dispose of Agency Records

RECORDS INFORMATION:

Records Series Item Number: 4.4.001 Agency Item Number: OC.4.1.001
 Records Series Title: General & Subsidiary Ledgers Date of Records: 2006
 Volume and Medium (paper, microfilm, emails, electronic): 2 Boxes

FINAL DISPOSITION METHOD:

Shred. These records are stored at the agency of Texas State Records Center (circle one) and have met the retention requirements of the agency Records Retention Schedule. Include the 106 Approval Number for items stored at the Texas State Records Center.

DIVISION APPROVAL:

Approved by authority of:

Section Manager _____ Date _____
 Kathy Pyka 4/1/2011
 Division Director _____ Date _____

Approved - No Pending Claims, Negotiations, Audits or Administrative Reviews.

Approved - No Pending Claims, Negotiations, Audits or Administrative Reviews.

REQUIRED APPROVALS:

Philip D. Sanderson 4/15/11
 Records Retention Coordinator _____ Date _____

Approved - Records Meet Total Retention Period.

Not Approved - Records Do Not Meet Total Retention Period.

Mike Fernandez 4/15/11
 Records Management Officer _____ Date _____

Approved - Records Meet Total Retention Period.

Not Approved - Records Do Not Meet Total Retention Period.

Patricia Powers 4/19/11
 Open Records Coordinator _____ Date _____

Approved - No Open Records

Not Approved - Pending Open Records

M. J. H. 5/2/11
 General Counsel _____ Date _____

Approved - No Pending Litigation

Not Approved - Pending Litigation

FINAL APPROVAL:

Gary Grief 5/3/11
 Gary Grief _____ Date _____
 Executive Director

OC-D-08-055



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 14 of 52

2. Agency Code 362 3. Agency Name TEXAS LOTTERY COMMISSION

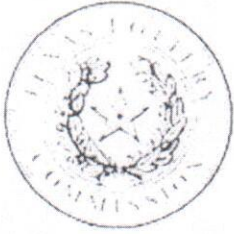
4. Records Series Item No. 5. Agency Item No. 6. Record Series Title

7. Retention Period Agency Storage Total 8. Archival Remarks 9. 10. 11. TSLAC ONLY Amend. No. 106 No.

Records Series Item No.	Agency Item No.	Record Series Title	Retention Period		Archival	Remarks
			Agency	Total		
4.2.004	OC.4.2.002	Encumbrance Vouchers	FE+3		FE+3	
4.2.005	OC.4.2.003	Purchase Vouchers	FE+3		FE+3	
4.2.006	OC.4.2.004	General Journal Vouchers	FE+3		FE+3	
4.2.007	OC.4.2.005	Expenditure Vouchers (Travel, Payroll, etc.)	FE+3		FE+3	
4.3.001	OC.4.3.001	Sales Journals or Registers	FE+3		FE+3	
4.3.002	OC.4.3.002	Receipts Journals or Registers	FE+3		FE+3	
4.3.003	OC.4.3.003	Expenditure Journal or Registers	FE+3		FE+3	
4.4.001	OC.4.4.001	General and Subsidiary Ledger (Retailer Adjustment Reports; automated GL Reports)	FE+3		FE+3	
4.4.002	OC.4.4.002	Accounts Receivable Ledgers	FE+3		FE+3	
4.4.003	OC.4.4.003	Accounts Payable Ledgers	FE+3		FE+3	
4.4.004	OC.4.4.004	Employee Savings Bond Ledgers	FE+3		FE+3	

Retention Codes (Field 7)

AC - After Closed, Terminated, Completed, Expired, Settled
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 CE - Calendar Year End
 FE - Fiscal Year End
 LA - Life of Asset
 MO - Months
 PM - Permanent
 US - Until Superseded
 Archival Codes (Field 8)
 A - Transfer to State Archives
 R - Review by State Archivist



INTEROFFICE MEMO

Gary Grief, Executive Director

Philip D. Sanderson, Charitable Bingo Operations Director

RECORDS DISPOSAL APPROVAL

To: Mike Fernandez, Records Management Officer

From: Kathy Pyka, Controller

Date: May 4, 2011

Re: Request to Dispose of Agency Records

RECORDS INFORMATION:

Records Series Item Number: 4.4.001

Agency Item Number: OC.4.4.001

Records Series Title: General & Subsidiary Ledgers

Date of Records: FY 2003 - FY 2007

Volume and Medium (paper) microfilm, emails (electronic) 98 boxes

FINAL DISPOSITION METHOD:

Shred. These records are stored at the agency or Texas State Records Center (circle one) and have met the retention requirements of the agency Records Retention Schedule. Include the 106 Approval Number for items stored at the Texas State Records Center.

DIVISION APPROVAL:

Approved by authority of:

Section Manager

Date

Approved - No Pending Claims, Negotiations, Audits or Administrative Reviews.

Kathy Pyka
Division Director

5/12/2011
Date

Approved - No Pending Claims, Negotiations, Audits or Administrative Reviews.

REQUIRED APPROVALS:

Sylvia Sisson
Records Retention Coordinator

5/10/11
Date

Approved - Records Meet Total Retention Period.

Michelle J...
Records Management Officer

5/12/11
Date

Not Approved - Records Do Not Meet Total Retention Period.

Kathleen Boveis
Open Records Coordinator

4/3/11
Date

Approved - Records Meet Total Retention Period.

Not Approved - Records Do Not Meet Total Retention Period.

ASCA
General Counsel

7/1/11
Date

Approved - No Open Records

Not Approved - Pending Open Records

FINAL APPROVAL:

Gary Grief
Executive Director

7/16/11
Date

Approved - No Pending Litigation

Not Approved - Pending Litigation

OC-D-08-073



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

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2. Agency Code		3. Agency Name		7. TEXAS LOTTERY COMMISSION		8. Archival		10.		11. TSLAC ONLY Amend. No.	
4. Records Series Item No.		5. Agency Item No.		6. Record Series Title		9. Retention Period		106 No.			
						Agency Storage		Total		Remarks	

4.2.004	4.2.005	4.2.006	4.2.007	4.3.001	4.3.002	4.3.003	4.4.001	4.4.002	4.4.003	4.4.004	Retention Period	Agency Storage	Total	Remarks
OC.4.2.002	OC.4.2.003	OC.4.2.004	OC.4.2.005	OC.4.3.001	OC.4.3.002	OC.4.3.003	OC.4.4.001	OC.4.4.002	OC.4.4.003	OC.4.4.004	FE+3	FE+3	FE+3	
Encumbrance Vouchers	Purchase Vouchers	General Journal Vouchers	Expenditure Vouchers (Travel, Payroll, etc.)	Sales Journals or Registers	Receipts Journals or Registers	Expenditure Journal or Registers	General and Subsidiary Ledger (Retailer Adjustment Reports, automated GL Reports)	Accounts Receivable Ledgers	Accounts Payable Ledgers	Employee Savings Bond Ledgers				

Retention Codes (Field 7)

AC - After Closed, Terminated, Completed, Expired, Settled
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LA - Life of Asset
 MO - Months

Archival Codes (Field 8)
 A - Transfer to State Archives
 R - Review by State Archivist

Texas Lottery Commission
File Maintenance

Date Logged	OC Box #	Series	Agency Item #	Records Series Title	Content	FY	Retention Period	1st Available Shred Date	Location	Request to Transfer Records Form	File Transfer Form Number	Move to Warehouse Date	Records Disposal Memo Routed to Admin. Date	Records Disposal Memo. Number
5/21/2008	524	4.4.001	OC.4.4.001	General and Subsidiary Ledger	Deferred Sales & Liability Reports	FY05	FE-3	9/1/2008	HQ	5/22/2008	OC-T-08-032	5/22/2008	5/2/2011	OC-D-08-073
5/22/2008	537	4.4.001	OC.4.4.001	General and Subsidiary Ledgers	Retailer Adjustment Reports 09/04 thru 09/05	FY05	FE-3	9/1/2008	HQ	5/22/2008	OC-T-08-033	5/22/2008	5/2/2011	OC-D-08-073
5/22/2008	532	4.4.001	OC.4.4.001	General and Subsidiary Ledgers	6100 Journals - Mar 05 - Aug 06	FY05	FE-3	9/1/2008	HQ	5/22/2008	OC-T-08-033	5/22/2008	5/2/2011	OC-D-08-073
5/22/2008	533	4.4.001	OC.4.4.001	General and Subsidiary Ledgers	6100 Journals - Sept 05 - Feb 06	FY06	FE-3	9/1/2009	HQ	5/22/2008	OC-T-08-033	5/22/2008	5/2/2011	OC-D-08-073
5/22/2008	538	4.4.001	OC.4.4.001	General and Subsidiary Ledgers	Set-offs Journal Reports- Sept 05 thru Aug 06	FY08	FE-3	9/1/2009	HQ	5/22/2008	OC-T-08-033	5/22/2008	5/2/2011	OC-D-08-073
9/12/2008	724	4.4.001	OC.4.4.001	General and Subsidiary Ledger	Retailer Adjustment Reports FY08	FY08	FE-3	9/1/2008	HQ	4/5/2011	OC-T-08-043	4/6/2011	5/2/2011	OC-D-08-073
4/29/2011	1108	4.4.001	OC.4.4.001	General & Subsidiary Ledgers	FY08 AP Batches August 00-31	FY08	FE-3	9/1/2008	HQ	4/29/2011	OC-T-08-082		5/2/2011	OC-D-08-073

Texas Lottery Commission
 File Maintenance
 USAS

Records Series Item #	Agency Item #	Records Series Title	Box #	Box #	Contents	FY	Retention Period	1st Available Shred Date	Location	Shred Date

Texas Lottery Commission
File Maintenance
Retailer Adjustments

Records Series Item #	Agency Item #	Records Series Title	Box #	Type	Contents	FY	Retention Period	1st Available Shred Date	Location	Shredded

REQUEST FOR EXECUTIVE DIRECTOR'S OR DEPUTY EXECUTIVE DIRECTOR'S ACTION
(Circle One)

<i>Mike Fernandez</i>	<i>5310</i>	<i>Administration</i>	<i>May 12, 2011</i>
From	Telephone	Division	Date

Summary of Issue or Information Attached:

Background: Records Disposal Approval for General & Subsidiary Ledgers (FY 2003 - FY 2007)	Time/Date Stamp: (Received by Exec. Admin.)
Analysis & Rationale: Retention period has been met.	

Has this been reviewed by Agency Attorney: No Yes _____
Name Date

Reviewed and approved by _____
General Counsel / Director Date

Requested Action:

- Sign where indicated / Approval requested
- Review draft and return with your comments
- Instruct me on how I should handle this matter / my recommendation is attached
- No action required - Attached materials provided FYI only
- Other _____

Comments:

For Executive Office Use Only

Instructions to Sender:

- OK - Complete by _____
- Let's discuss _____
- Have _____ review this, then report back to me
- Other _____