



ILLINOIS GAMING BOARD

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

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Casino Record Retention Schedule

Effective Date: April 21, 2021

Owners licensees are required to retain records in accordance with a retention schedule published and periodically updated by the Administrator. 86 Ill. Admin. Code 3000.115. 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
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
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
EPRM 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 / Hopper Slip	Gaming	2 YEARS
Jackpot and Fills Detail Report	Gaming	2 YEARS
Jackpot Payout Slip and Hopper Fill 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
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	7 YEARS AFTER SEPARATION
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
Player Rewards Detail Listings	Gaming	2 YEARS
Player Rewards Benefits Issued	Gaming	2 YEARS
Progressive Meter Correction	Gaming	2 YEARS
Purchase Lease Records	Plnt/Prop	7 YEARS AFTER EXPIRATION
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
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
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
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
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
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	Gaming	1 YEAR
Vouchers/Redeemed-Investigation Related	Gaming	Written Authorization Required
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