

**New York State Division of Lottery
Records Subject Matter List**

Counsel

Litigation
Legislation
Contracts
Regulations

Drawings Unit

Drawing Records
Video Tape Drawing Records

Electronic Data Processing

Computerized Lottery Records:

Sales Records
Prizes Paid Information
Retailer Information
Subscription Records
Drawing Records
Inventory Accounting
Annuity Winners' Records
Advertising
Point of Sales Inventory

Financial Management

Vehicle Fleet
Building Facilities
Financial Statements
Bank Statements
Tax Withholding Records
Office of Temporary and Disability Assistance Withholding Records
Abandoned Property Records
Lapsed Prize Totals
Revenues Projections
Special Prize Fund Activity
Reserve Balance Data
Investment Portfolio (File)
Internal Controls
Budgeting
Expenditures

Contracts and Leases
Equipment Inventory
Financial Records
Purchase Orders/Vouchers
Travel Vouchers
Video Gaming Sales Records
Funds Budgeting
Expenditures
Revenues
Equipment/Material Inventories

Internal Audit

Internal Audits
External Audits
Information Security Management

Licensing

Retailer hearings/suspensions/revocations/probations
Retailer Licensing Records
Video Gaming Licensure Records

Marketing

Advertising Records
Demographics
Marketing Records
Research
Promotions
Game Development
Games Histories

Operations

On-Line Game Records
Instant Cash Game Records
Sales Records

Human Resources

Human Resource Administration
Civil Service Administration
Benefits and Health Insurance Administration
Health Safety and Security Records

Training
Affirmative Action
Policies and Procedures

Press & Community Relations

Records of Winners
News Releases
Questions and Answers (ex. website)

Regional Offices

Field Reports for Licensed Retailers

Security

Security Policies and Procedures
Investigations
Physical Security Management
Retailer Background Checks

Video Gaming

Software Approval Letters
Software Issues Lists
Game Change Requests
Promotional Approval Forms
Video Gaming Facility Operation Records

NOTE: Correspondence files are maintained by all units.