



for **Contractors/Vendors** for **Government Entities** for **State Employees** for the **Public**

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Series
Authorization No: 10551355 **Agency:** AGO **Division:** CF58 **Section:** NA **Revision:** 0

Agency Series No.: 058-oag-22 **Record Series Title:** Bingo Application Files

Record Series Description: Bingo license application files allow the office to track and monitor charity bingo organizations to ensure compliance with ORC 2915.08. Files can include, but may not be limited to, copy of the IRS determination letter, name and address of applicant, days and times when bingo will be conducted, locations, copies of rental agreement, and statements on the organization's history, prior refusals, use of net profits and any other relevant information. A copy of the issued license is also in the file.

Agency Web Link:

Confidential Description

Vital Description

Media	Retention Period	Retention Justification	Method of Disposal
Machine Readable	5 years	needed for investigative purposes	Delete
Paper	90 days, provided scanned		Shred

Approvals:

Created		Date: 9/30/2010
Approved	Pari Swift, Records Officer	Date: 9/30/2010
Approved	Michael Hardenbrook, Record Administrator	Date: 10/19/2010
Approved	Martin Meeks, State Auditor	Date: 10/20/2010
Approved	Fred Previts, State Archivist	Date: 10/28/2010

Notes:

Note Date	Note Description	User
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