

3772-1-07 Records retention requirements.

- (A) Unless otherwise required by Chapter 3772. of the Revised Code or any rules adopted thereunder, each casino operator, holding company, and gaming-related vendor ~~must~~shall retain and maintain, in a place secure from theft, loss, or destruction, whether in electronic or other format, accurate, complete, and legible books, forms, records, documents, and stored data relating to its business and accounting operations for at least five years after they are made, including, but not limited to:
- (1) Information related to the conduct of casino gaming in this state;
 - (2) The business and organizational structure;
 - (3) Correspondence with or by, or reports to or from, the commission or any local, state, or federal governmental agency, foreign and domestic;
 - (4) Any acquisition, construction, remodeling, or maintenance of a proposed or existing casino facility in this state;
 - (5) All transactions and other records related to the lease, purchase, installation, operation, maintenance, or repair of gaming-related equipment stored, used, operated, possessed, or otherwise maintained at one or more casino facilities in this state;
 - (6) Financial statements, accounting records, ledgers, and internal and external audit records;
 - (7) The personnel files for all employees;
 - (8) Any materials used to advertise, publicize, or otherwise promote casino gaming occurring in this state; and
 - (9) Any other books, records or documents the commission or executive director, or duly authorized designee thereof, requires, in writing, to be retained and maintained.
- (B) Each casino operator, holding company, and gaming-related vendor ~~must~~shall organize and index all required books, forms, records, documents, and stored data in a manner that enables the commission ~~and its executive director, or duly authorized designee thereof,~~ to locate, inspect, review, and analyze them.
- (C) Each casino operator, holding company, and gaming-related vendor ~~must~~shall, upon request, provide the commission ~~or its executive director, or duly authorized designee thereof,~~ with the books, forms, records, documents, and stored data required to be retained and maintained.
- (D) Nothing in this rule ~~should~~shall be construed to require disclosure of a record that is protected by the attorney-client privilege as long as the casino operator, holding company, or gaming-related vendor provides the commission with written notification of the record's existence. Any such notification ~~must~~shall also include a general description of the record's contents and the basis for the privilege.