

## **PROCEDURE MANUAL**

### **CHAPTER 12 - LEGAL SERVICES POLICY**

#### **CHAPTER 12.1 – RECORDS MANAGEMENT POLICY**

##### **12.1.1 PURPOSE**

This chapter establishes the policy of the Mississippi Lottery Corporation (“MLC”) for the retention, storage, protection and disposal of MLC records and critical documents. This policy is intended to ensure that the MLC’s records management policies adhere to legal and business requirements.

It is the MLC’s policy to maintain complete, accurate and high-quality records. Generally, records are to be maintained for the period of their immediate use, unless a longer retention period is necessary for historical reference, contractual, legal, audit or regulatory requirements. Records that are no longer required or have satisfied their required periods of retention shall be purged as provided for in this policy.

##### **12.1.2 RESPONSIBILITIES:**

A. Each department within the MLC shall designate an individual to serve as the records retention coordinator for that department.

B. All employees are responsible for ensuring that accurate and complete records are identified, stored, protected, and purged in accordance with this policy. All MLC employees shall familiarize themselves with this policy and any corresponding procedure.

*Amended November 17, 2020; Amended November 16, 2021*

C. Questions regarding this policy shall be directed to the Executive Vice President of Operations & Information Technology.

*Amended November 17, 2020*

D. It shall be the responsibility of the Senior Vice President of Operations & Information Technology to review and update, if needed, this policy and related internal procedures implementing this policy prior to June 30 of each fiscal year.

##### **12.1.3 RECORDS NECESSARY FOR LITIGATION OR AUDIT**

*Amended November 16, 2021*

Records relevant to a pending legal action, a legal action that may reasonably be anticipated against or by the MLC or relating to a pending internal or external audit shall not be purged without the prior consent of the President and General counsel, in the case

of legal proceedings, or the President and the Vice President of Finance, in the case of an audit.