

112-102-13. Records. (a) Each gaming supplier and each non-gaming supplier certified by the commission shall maintain that supplier's business records in a place secure against loss and destruction. Each certificate holder shall make these records available to the commission upon the commission's request. The records shall include the following:

- (1) Any correspondence with the commission and any other governmental agencies;
- (2) any correspondence related to the business with a gaming facility, whether proposed or existing;
- (3) a copy of any publicity and promotional materials;
- (4) the personnel files for every employee of the certified gaming supplier or non-gaming supplier, including sales representatives; and
- (5) the financial records for all the transactions related to the certificate holder's business with a gaming facility, whether proposed or existing.

(b) Each certificate holder shall keep the records listed in subsection (a) for at least five years from the date of creation. (Authorized by and implementing K.S.A. 2007 Supp. 74-8751 and 74-8772; effective Aug. 14, 2009.)