

**General Description of the Categories of Documents held at the Lotteries and Gaming Authority (LGA):**

1. Policy Documents, reports and related working documents on matters that fall within the portfolio of the LGA
2. Explanatory Memoranda, Instruction Notes, Briefing Notes and Speaking Notes for use by Officials of the LGA, the Permanent Representation of Malta to the European Union, Ministers, the Prime Minister etc as necessary.
3. Cabinet Memos and Presentations
4. Multilateral and Bilateral International Agreements as well as Memoranda of Understanding between the LGA and other Authorities.
5. Decisions related to matters which are regulated by the LGA
6. Directives, Guidelines and Codes of Conduct related to matters administered by the LGA
7. Player Complaints
8. Documents relating to customer care queries and complaints.
9. Dossiers related to procurement (Request for Tender, Requests for Quotations and Request for Information)
10. Audits and Reports thereof
11. Contracts relating to the provision of services required by the LGA
12. EU Council and EU Commission Documents
13. Personal Files of Employees of the LGA
14. Minutes of the meetings and final documents related to the LGA Board, the EXCO Board and Enforcement Board.
15. Draft Legislation up to publication stage.
16. Applications, supporting documents as well as Business plans for all licences falling under the regulatory remit of the LGA.
17. Applications and supporting documents related to persons applying for eligibility under the HQP rules
18. Minutes, IRD rulings, approval and rejection letters, and related documentation on HQP applications
19. Licence Documents under the regulatory framework of the LGA
20. Various commercial agreements entered into by Licensees
21. Reports of inspections carried out by the Inspectorate Department on various aspects which fall within the portfolio of the LGA