**Section 406.270 Record Maintenance**

a) Compliance monitoring activities shall be performed using the analytical methodology specified in Section 406.240(a) and (b) of this Part or approved in accordance with Section 406.240(e) of this Part. These activities shall be in accordance with written procedures for sample handling. These procedures shall provide for establishing and maintaining an accurate written record that documents the possession and handling of samples.

b) Records of radiochemical analyses shall be kept by the laboratory for at least 3 years. This includes raw data, calculations, quality assurance data and reports. Actual laboratory reports may be kept. However, data, with the exception of the results of testing the compliance check samples required by Section 406.260(c) and (d) of this Part, may be transferred to tabular summaries that shall include the following information:

1) Date, place and time of sampling;

2) Name of person who collected the sample;

3) Identification of the sample origin, such as routine distribution sample, check sample, raw or process water sample, surface or ground water sample or other special purpose samples;

4) Date of receipt of sample;

5) Date of sample analysis;

6) Name of the persons responsible for performing the analysis;

7) Analytical techniques or methods used; and

8) Results of the analysis.

c) Computer programs designed and developed in-house shall be verified initially by manual calculations and the calculations shall be available for inspection.

d) The disposal of all records subject to the Local Records Act [50 ILCS 205] must be in accordance with the provisions of that Act.