**Section 422.45 Form, Location and Retention of Records**

a) Each record required by this Part and other applicable Parts of Title 32 shall be legible throughout the specific retention period. The record may be the original or a reproduced copy or a microform provided that the copy or microform is authenticated by authorized personnel and that the microform is capable of reproducing a clear copy throughout the required retention period. The record may also be stored in electronic media with the capability for producing legible, accurate and complete records during the required retention period. Records such as letters, drawings and specifications shall include all pertinent information, stamps, initials and signatures. Adequate safeguards against tampering with and loss of records shall be maintained throughout the retention period, even if the license expires or is terminated.

b) Each professional licensee shall maintain the records required by this Part and, at the request of the Agency, make his or her records required in accordance with this Part, and himself or herself, available during normal business hours, in the offices of the Agency, for a performance audit of the license.

c) At the time of application for a license or renewal, the applicant shall specify, for Agency approval, a location where records required by this Part and other applicable Parts of Title 32 Ill. Adm. Code shall be maintained for inspection by the Agency. This location shall be in Illinois or within 50 miles of the Illinois border and at the location where the licensed professional who ensures the Quality Assurance Program is implemented is located.

d) Records required by this Part or other Parts of Title 32, including but not limited to records of radon measurements, mitigations, Quality Assurance Programs, calibration measurements, equipment repairs and worker protection plans, shall be retained by the licensee for at least 5 years or the length of time of any warranty or guarantees, whichever is longer.

(Source: Amended at 37 Ill. Reg. 20240, effective December 9, 2013)