**Section 260.420 Inspection and Maintenance of Records**

a) The Department is authorized to inspect and copy any records or notices required to be kept under the Act and this Part during regular business hours at the place where the records are maintained. The records or notices required to be kept under the Act and this Part shall be kept within the State of Illinois at an office of the day and temporary labor service agency. The refusal of an agency to produce for inspection or copying of the records will be considered grounds to revoke the agency's registration.

b) Records required under this Section shall be maintained for a period of three years from their creation. However, records shall be maintained for a longer period while there is an open case pending against the agency.

c) Day and temporary labor service agencies shall make the records described in Section 260.410 (a), (b), (c), (f), (g), and (h) of this Part available to a day or temporary laborer during normal business hours within 5 days following a written request. In addition, during normal business hours and within 5 days following a written request, day and temporary labor service agencies shall make available to the individual making the request records relating to the number of hours billed to a third party client for that individual day or temporary laborer's hours of work.

(Source: Added at 30 Ill. Reg. 11557, effective June 22, 2006)