**Section 5410.400 Recordkeeping and Access to Information**

Any employer who receives Loans or Grants shall:

a) Maintain accounts, records and books relative to the Training Program including the name of each participant in the Training Program and whether the employee successfully completes the Training Program. The employer shall maintain those records for a period of three years from the date of completion of the Training Program.

b) Provide to representatives of the Authority at all times during normal business hours and as often as the Authority may require, reasonable access to the Training Program and to all reports, accounts, records and other data regarding the Training Program and the employees participating in the Training Program. The Authority shall provide notice to the employer prior to requesting such access.

c) Permit the Authority or any accountants approved by the Authority to make excerpts or transcripts of the Training Program accounts, statements and documents as required by the Authority.