**Section 1291.130 Responsible Vendor Provider Recordkeeping**

a) Responsible vendor providers' records shall be maintained electronically and be available for inspection by the Department upon request. The Department may audit any records held by the responsible vendor at any time.

b) Responsible vendor providers shall develop recordkeeping policies and procedures consistent with this Part.

c) Responsible vendor providers shall retain all records for at least three years from the date of creation and shall include, but not be limited to, the following:

1) Program training materials;

2) Enrollment rosters and training records for registrants – records must include registrants who successfully completed the program and those who did not complete or failed the program;

3) Completed program certificates for each successful individual;

4) Storage and transfer of records. If a responsible vendor provider ceases operations due to insolvency, revocation, bankruptcy or for any other reason, all records must be preserved at the expense of the responsible vendor for at least three years in a form and location in Illinois acceptable to the Department. The provider shall retain the records longer if requested by the Department. The provider shall notify the Department of the location where the records are stored or transferred;

5) Approval notifications from the Department; and

6) All other records, policies, and procedures required by the Act and this Part.

(Source: Added at 48 Ill. Reg. 13377, effective August 20, 2024)