**Section 1410.240 Retention of Records**

a) A person or entity licensed under the Act shall be required to maintain a record of home inspections conducted, including the original or true and exact copy of the executed written contract that engaged the licensee's services, the home inspection report, any supplemental reports, as well as any supporting data or documentation used to develop the home inspection report.

b) These records shall be kept for a period of 5 years after each home inspection is performed or 2 years after the final disposition of any judicial proceeding related to the home inspector's services, which includes any appeal, whichever is longer.

c) The record of home inspections shall be kept in a sequential format and shall include the date of the home inspection, the date of the final home inspection report and any supplemental reports, the name of the client and/or their authorized representative, and the address of the home inspected.

d) These records shall be kept in a physical or electronic format and shall be produced within 30 days after a request by the Department.

(Source: Amended at 48 Ill. Reg. 2424, effective February 2, 2024)