**Section 600.110 Records and Reports**

a) Attention is invited to the requirements of Section 16 of "An Act concerning public utilities," which presently reads as follows:

*"Each public utility shall have an office in one of the cities, villages or incorporated towns in this State in which its property or some part thereof is located, and shall keep in said office all such books, accounts, papers, records and memoranda as shall be ordered by the Commission to be kept within the State. The address of such office shall be filed with the Commission. No books, accounts, papers, records or memoranda ordered by the Commission to be kept within the State shall be at any time removed from the State, except upon such conditions as may be prescribed by the Commission."*

b) All records required by this Part shall be kept within the state and shall be available for inspection by the Commission or its staff, except as permitted by order of the Commission.

c) The rules prescribed in 83 Ill. Adm. Code 615 (General Order 189), as revised from time to time, will govern the destruction of records of water utilities.