**Section 705.40 Preservation of Records**

a) Each telecommunications carrier subject to this Part shall keep a plan of its record management and retention policy at its principal place of business, which shall be readily identified and made available to representatives of the Illinois Commerce Commission. The Commission shall reserve the right to add records to the telecommunications carrier's retention policy or change retention periods through further amendment to this Part if, upon review, the records or retention periods are found to be insufficient for the Commission's purposes.

b) All records required to be preserved in accordance with the telecommunications carrier's record management and retention policies shall be so arranged by the telecommunications carrier that they may readily be identified and made available to representatives of the Illinois Commerce Commission.

c) Each telecommunications carrier subject to this Part shall keep, as part of its record management and retention policy, all records necessary to demonstrate the telecommunications carrier's compliance with the Act. All such records shall be retained for a period of not less than two years. Each telecommunications carrier also shall keep, as part of its record management and retention policy, the following records for the specified retention periods.

1) Minute books of shareholders' meetings, Board of Directors' meetings, and Board of Directors' committee meetings shall be retained permanently.

2) Supporting documentation for all reports provided to the Commission pursuant to statute, rule or Commission order shall be retained for a minimum period of 6 years.

(Source: Amended at 38 Ill. Reg. 18159, effective August 15, 2014)