**Section 1325.215 Records and Reports**

a) The 9-1-1 Authority shall maintain those records it considers necessary to document its operations. As a minimum, those records shall include:

1) a log of major system operations;

2) critical CPE or network outages; and

3) records of telecommunications carrier database queries by the 9-1-1 Authority.

b) The records specified in subsection (a) shall be preserved for a minimum of one year and then disposed of in compliance with the Local Records Act [50 ILCS 205].

c) Pursuant to ETSA Section 15, and by January 31 of every year, each 9-1-1 Authority shall be required to file with the Administrator and the Illinois Attorney General the following items:

1) the current 9-1-1 contact person for the 9-1-1 system and that person's contact information;

2) the current error ratio for the E9-1-1 traditional legacy service database, as provided by the 9-1-1 system providers pursuant to Section 1325.405(i)(6);

3) the current makeup of the ETSB and each board member's capacity (i.e., current public safety representative, public member, county board member, or elected official), as provided in ETSA Section 15.4;

4) a current network diagram for the 9-1-1 system, as provided by the 9-1-1 system providers pursuant to Section 1325.405(i)(7);

5) copies of the annual certified notification of continuing agreement for all participating agencies and adjacent agencies;

6) current list of all participating agencies and adjacent agencies; and

7) names and locations of all PSAPs, SAPs, VAPs and backup PSAPs.