**Section 560.395 Preservation of Records**

a) *A* lobbyist, or an authorized agent, if the lobbying entity prefers, *shall preserve for a period of 2 years* from the filing date *copies of all receipts and records* forwarded to the Authorized Agent that were *used in preparing reports under this Part.* (Section 6(d) of the Act)

b) Examples of records that should be maintained include, but are not limited to, the following:

1) The total of all expenditures made for or on behalf of officials;

2) Proof of payment for every expenditure;

3) The allocation formula used in prorating the expenses incurred for or on behalf of an official when an expenditure is made for more than one official, but fewer than 25;

4) A list of the officials invited to a large gathering.

(Source: Amended at 35 Ill. Reg. 12761, effective July 18, 2011)