**Section 350.60 Form and Location of Records**

a) Each record required by this Part shall be legible throughout the specific retention period. The record may be the original or a reproduced copy or a microform provided that the copy or microform is authenticated by authorized personnel and that the microform is capable of reproducing a clear copy throughout the required retention period. The record may also be stored in electronic media with the capability for producing legible, accurate and complete records during the required retention period. Records such as letters, drawings and specifications shall include all pertinent information, stamps, initials and signatures. The licensee or registrant shall maintain adequate safeguards against tampering with and loss of records.

b) Each licensee or registrant shall maintain copies of records required by this Part and other applicable Parts of 32 Ill. Adm. Code at the location(s) specified in Section 350.4010(c)(7) of this Part.

(Source: Added at 28 Ill. Reg. 12598, effective October 1, 2004)