**Section 1600.335 Implementation of Community Relations Plans and Distribution of Notices and Fact Sheets; Records Retention**

a) Implementing the CRP or distributing a notice or fact sheet must begin within five days after receiving the Agency's approval of the document or within ten days after the date the document is deemed approved under Section 1600.330(g).

b) The authorized party must:

1) Provide the Agency copies of all public notices (including proof of publication for newspaper or other published notices, news releases, letters, door hangers, or other forms of public notification); and

2) Inform the Agency in writing two weeks prior to holding public meetings or press conferences about site activities or developments.

c) The authorized party must retain records and documents demonstrating compliance with the requirements of Subpart C for at least one year after the recording of the NFR Letter or the issuance of other project completion documentation by the Agency (e.g., permit modification, closure letter, "4(y) letter" (see 415 ILCS 5/4(y))). The retention period for the records and documents is extended automatically during any disputes or unresolved enforcement actions regarding the community relations activities or as requested in writing by the Agency. Records may be preserved and presented in an electronic format.

(Source: Amended at 43 Ill. Reg. 11637, effective September 25, 2019)