**Section 2051.350 Maintenance of Records**

a) All administrators shall maintain detailed books and records of all of their transactions as an administrator of preferred provider programs. The records required to be maintained by this Section shall include, but are not limited to:

1) Books and records of ATF transactions required by Section 2051.340;

2) Books and records regarding all funds received or disbursed by the administrator;

3) All contracts or agreements with providers, insurers or other payors of the services under a PPP; and

4) All documents relating to the administrator's PPP, including but not limited to beneficiary disclosure documents required by Section 370m of the Act, beneficiary complaints and documents relating to the administrator's utilization review program.

b) Records shall be maintained for at least 3 years after termination of the PPP to which they relate.

(Source: Amended at 37 Ill. Reg. 2895, effective March 4, 2013)