**Section 260.410 Recordkeeping**

Pursuant to Section 12 of the Act, day and temporary labor service agencies shall keep the following records during regular business hours at the place the records are kept:

a) *the name, address and telephone number of each third party client, including each work site, to which day or temporary laborers were sent by the agency and the date of the transaction;*

b) *the name and address, the specific location sent to work, the type of work performed, the number of hours worked, the hourly rate of pay and the date sent, for each day or temporary laborer;*

c) *the name and title of the individual or individuals at each third party client's place of business responsible for the transaction;*

d) *any specific qualifications or attributes of a day or temporary laborer requested by each third party client;*

e) *copies of all contracts, if any, with the third party client and copies of all invoices for the third party client;*

f) *copies of all employment notices provided in accordance with Section 10* of the Act and this Subpart;

g) *deductions to be made from each day or temporary laborer's compensation made by either the third party client or by the day and temporary labor service agency for the day or temporary laborer's food, equipment, withheld income tax, withheld social security payments and every other deduction;*

h) *verification of the actual cost of any equipment or meal charged to a day or temporary laborer;* [820 ILCS 175/12]

i) the race and gender of each day or temporary laborer sent by the day and temporary labor service agency, as provided by the day or temporary laborer;

j) number of hours billed by the day and temporary labor service agency to each third party client for each day or temporary laborer; and

k) a legend or explanation sheet for the code or codes used on a day or temporary laborer's paycheck stub that identifies the third party client or third party clients for whom the day or temporary laborer worked.

(Source: Added at 30 Ill. Reg. 11557, effective June 22, 2006)