**Section 110.260 Off-Site Records**

With the Director's prior written approval, the licensee may retain records at a location other than the licensed location. The licensee shall make a written request that shall include the following:

a) Address of off-site location.

b) Contact person and telephone number at the off-site location.

c) Statement that all books, records, and account information shall be made available within 72 hours after the Division's request at either the licensed location or the off-site location.

d) At the Director's discretion, the examination may be conducted at either the licensed location or the off-site location.

e) The licensee shall pay for all examination expenses in accordance with Section 10 of the Act.

(Source: Amended at 47 Ill. Reg. 9271, effective June 20, 2023)