**Section 160.260 Off-site Records**

Upon prior written approval of the Director a licensee may retain physical records at a location other than the licensed facility. A request for the Director's approval shall be in writing and include the following:

a) Address of proposed off-site location.

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

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

d) A statement that, at the Director's discretion, an examination may be conducted at either the licensed facility or the off-site facility.

e) A statement that the licensee shall pay for all examination expenses under Section 7 of the Act.

(Source: Amended at 47 Ill. Reg. 9324, effective June 20, 2023)