**Section 330.1760 Retention of Facility Records**

The facility shall retain the records referenced in this Section for a minimum of three years. It is suggested that the administrator check with legal counsel regarding the advisability of retaining records for a longer period of time, and the procedures to be followed in the event the facility ceases operation. The records for which this requirement applies are as follows:

a) The annual financial statement described in Section 330.210 of this Part.

b) The minutes of resident advisory council meetings required by Section 330.740(j) of this Part.

c) The records of in-service training required by Section 330.760(b)(2) of this Part.

d) Copies of reports of serious incidents or accidents involving residents required by Section 330.780 of this Part.

e) The reports of findings and recommendations from consultants required in Section 330.1770(a) of this Part.

f) Copies of the quarterly reports for all employees that are filed for Social Security and Unemployment Compensation as required by Section 330.1770(d) of this Part.

(Source: Amended at 13 Ill. Reg. 6562, effective April 17, 1989)