**Section 331.80 Records Retention**

a) The Department shall retain any report of an unusual incident received pursuant to this Part for at least five years from the date of receipt of the report. Records may be retained as hard copy documents, microfilm, magnetic tapes, computer files or other methods that permit retrieval and reproduction.

b) If any litigation, claim, financial management review, licensing review or audit is begun before the expiration of the five-year period, the records shall be retained until at least three years after all litigation, claims or audit findings involving the report have been resolved and final action taken.

(Source: Added at 25 Ill. Reg. 7440, effective June 15, 2001)