

641—40.90(136C) Form of records.

40.90(1) Each record required by Chapter 40 shall be legible throughout the specified retention period. The record shall be the original or a reproduced copy or a microform provided that the copy or microform is authenticated by authorized personnel and that the microform is capable of producing a clear copy throughout the required retention period, or the record may also be stored in electronic media with the capability for producing legible, accurate, and complete records during the required retention period. Records, such as letters, drawings, and specifications, shall include all pertinent information, such as stamps, initials, and signatures. The licensee or registrant shall maintain adequate safeguards against tampering with and loss of records.

40.90(2) The licensee or registrant shall retain the records required by Chapter 40 until the agency terminates each pertinent license or registration requiring the record.