

**3701:1-46-12 Maintenance of records.**

Each record required by this chapter must be legible throughout the retention period specified by the director. The record may 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. 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, specifications, must include all pertinent information such as letters, stamps, initials, and signatures. The licensee shall maintain adequate safeguards against tampering with and loss of records.

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CERTIFIED ELECTRONICALLY

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Certification

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Date

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