**Section 1710.171 Use and Retention of Relocation Tow Record Forms**

a) The person to whom a relocated vehicle is released must be issued one copy of the Relocation Tow Record form completed for that vehicle.

b) Relocators must retain the original and one copy of each completed Relocation Tow Record form for a period of three years from the date such forms are issued by the relocator. The relocator shall also retain the original and all copies of any spoiled forms or forms completed for unclaimed vehicles for a period of three years from the date such forms are spoiled or completed by the relocator.

c) Upon demand a relocator must produce the original and copy (or copies) of any Relocation Tow Record form retained pursuant to this Section. In addition, a relocator must be able to produce any unused Relocation Tow Record forms. Failure or inability to produce the required documents, for any reason, is a violation of this Section.

d) Blank or unused forms may not be disposed of or reproduced.

e) When a relocator permanently ceases operation it shall be the responsibility of the relocator to return the originals and copies of any completed tow forms retained in accordance with this Section and the remaining stock of unused forms to the Commission.

(Source: Added at 14 Ill. Reg. 10310, effective July 1, 1990)