

**9503.0115 CENTER ADMINISTRATIVE RECORDS.**

The records required by this part must be maintained within the center and be available for inspection at the request of the commissioner. The license holder must ensure that the following are maintained:

- A. a record of the information given to parents specified in part 9503.0090;
- B. the personnel records specified in part 9503.0120;
- C. the children's records specified in part 9503.0125;
- D. the child care program plan specified in part 9503.0045;
- E. the accident, injury, emergency, and incident records specified in part 9503.0110;
- F. the staff distribution schedule specified in part 9503.0040;
- G. the separation reports mandated in part 9503.0055; and
- H. the report by the health consultant mandated in part 9503.0140.

**Statutory Authority:** *MS s 245A.02; 245A.09; 252.28*

**History:** *13 SR 173; 18 SR 2748*

**Published Electronically:** *October 8, 2007*