

TO BE RESCINDED

1301:8-5-04 **Books and records.**

- (A) Maintenance and use: Every licensee shall keep and use an intelligible set of books and records in the English language in complying with sections 4727.07 and 4727.08 of the Revised Code with respect to recording the details of each purchase or loan. All information required to be recorded by such sections shall be entered in a bound book or on loose-leaf, permanent forms used exclusively for that purpose. Forms shall be identical and consecutively numbered and each shall contain two or more pages. One part of each form shall be detachable and, when completed, shall serve as the statement to be given by the licensee to the pledgor or seller as provided by section 4727.07 of the Revised Code. The remaining part of the form shall be retained in the licensee's permanent records. All forms shall be accounted for.
- (B) Partially completed pawn tickets: No licensee shall require a borrower to affix his signature to a blank or partially filled out pawn ticket or other record.
- (C) Preservation of records: Every licensee shall preserve his books, forms, accounts, and records for at least two years after making the final entry regarding any purchase or pledge of property recorded therein.
- (D) Inspection of books and records: All books, forms, accounts, and records, and all other sources of information with regard to the business of the licensee, shall at all times be available for inspection by the division for the purpose of assuring that the business of the licensee is being transacted in accordance with law. All pledged and purchased items shall be kept at the licensed location unless the written permission of the pledgor has been obtained to do otherwise for security reasons. All books, forms, accounts, records, etc., shall be kept at the licensed location.
- (E) Proper names and address on forms: All pawn and purchase forms, legal notices, and payment receipt forms shall reflect the name under which the licensee is registered with the division and the complete address of his place of business.
- (F) Other methods of recording data, keeping records and keeping books, such as electronic or computerized methods, may be used in lieu of the methods described in this rule, provided written printouts or hard copies of the required data are readily available in a form approved, in advance, by the superintendent.

Effective: 06/16/2005

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CERTIFIED ELECTRONICALLY

Certification

06/06/2005

Date

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