

1301:8-6-03

**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 section 4728.06 of the Revised Code with respect to recording the details of each purchase. All information required to be recorded by section 4728.06 of the Revised Code 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, each of which shall be of 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 seller as provided by section 4728.06 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 purchase forms: No licensee shall require a seller to affix his signature to a blank or partially filled out purchase form.
- (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 of property recorded therein.
- (D) Inspection of books and records: All books, forms, 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 purchased items shall be kept at the licensed location for seventy-two hours from the time of purchase. All books, forms, records, etc., shall be kept at the licensed location.
- (E) Proper names and address on forms: All purchase forms and receipt forms shall reflect the name under which the licensee is registered with the division and the complete address of his place of business.

Five Year Review (FYR) Dates: 02/10/2015 and 02/09/2017

CERTIFIED ELECTRONICALLY

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Certification

02/10/2015

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Date

Promulgated Under: 119.03  
Statutory Authority: 4728.10  
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