

§6114. Maintenance of records

1. Schedule. Each licensee shall make, keep and preserve the following books, accounts and other records for a period of 3 years:

- A. A record or records of each payment instrument sold; [PL 1997, c. 155, Pt. A, §2 (NEW).]
- B. A general ledger posted at least monthly containing all assets, liability, capital, income and expense accounts; [PL 1997, c. 155, Pt. A, §2 (NEW).]
- C. Settlement sheets received from authorized delegates; [PL 1997, c. 155, Pt. A, §2 (NEW).]
- D. Bank statements and bank reconciliation records; [PL 1997, c. 155, Pt. A, §2 (NEW).]
- E. Records of outstanding payment instruments; [PL 1997, c. 155, Pt. A, §2 (NEW).]
- F. Records of each payment instrument paid within the 3-year period; and [PL 1997, c. 155, Pt. A, §2 (NEW).]
- G. A list of the names and addresses of all of the licensee's authorized delegates. [PL 1997, c. 155, Pt. A, §2 (NEW).]

[PL 1997, c. 155, Pt. A, §2 (NEW).]

2. Electronic form. Maintenance of the documents as required by this section in a photographic, electronic or other similar form constitutes compliance with this section.

[PL 1997, c. 155, Pt. A, §2 (NEW).]

3. Location. With the approval of the administrator, records may be maintained at a location outside this State so long as they are made accessible to the administrator on 7 days' written notice.

[PL 1997, c. 155, Pt. A, §2 (NEW).]

SECTION HISTORY

PL 1997, c. 155, §A2 (NEW).

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