

(a) (1) Each dealer shall maintain written records on forms supplied by the Secretary of all business transactions involving acquisitions of precious metals at the time the transactions are made.

(2) EACH PAWNBROKER SHALL MAINTAIN WRITTEN RECORDS ON FORMS SUPPLIED BY THE SECRETARY OF ALL BUSINESS TRANSACTIONS INVOLVING:

(I) A LOAN OF MONEY ON DEPOSIT OR PLEDGE OF PERSONAL PROPERTY OR OTHER VALUABLE THING, OTHER THAN SECURITIES OR PRINTED EVIDENCES OF INDEBTEDNESS; OR

(II) A PURCHASE OF PERSONAL PROPERTY OR OTHER VALUABLE THING ON CONDITION OF SELLING THE SAME BACK AT A STIPULATED PRICE.

[(2)] (3) A separate record entry shall be made for each item involved in a transaction. However, items in a matching set may be recorded as a set if acquired in a single transaction.

(b) The records shall include:

(1) The place, time, and date of each transaction;

(2) If the transaction is by agent, the name and address of the principal;

(3) A description of the precious metal that is the subject of the transaction, including:

(i) The approximate metallic composition;

(ii) Any jewels, stones, or glass components;

(iii) A listing of all numbers, marks, monograms, words, trademarks, manufacturers' marks; and

(iv) Any other marks of identification appearing on the item, including owner applied identification marks;

(v) The weight of the item, if payment is based on weight;

(vi) Whether the item appears to have been altered since its manufacture, such as by melting, or covering or defacing a serial number or identifying feature, or recutting a gem; and

(vii) The actual amount paid or other consideration for the transaction;