

(C) THE SECRETARY MAY INSPECT ANY OF THE BUSINESS RECORDS OF A LICENSEE THAT RELATE TO ANY MATTER THAT IS SUBJECT TO CERTIFICATION OR DOCUMENTATION UNDER THIS SECTION.

19-310.

(A) EACH LICENSEE SHALL MAINTAIN AN OFFICE IN THE STATE.

(B) EACH LICENSEE SHALL KEEP IN AN OFFICE IN THE STATE ALL FILES OR OTHER RECORDS THAT:

- (1) ARE MADE IN THE STATE; AND
- (2) RELATE TO AN INVESTIGATION IN THE STATE.

19-311.

(A) (1) WITHIN 5 DAYS AFTER THE CHANGE, A LICENSEE SHALL SUBMIT TO THE SECRETARY WRITTEN NOTICE OF:

- (I) THE ADDITION OF A BRANCH OFFICE; AND
- (II) ANY CHANGE IN THE ADDRESS OF AN EXISTING OFFICE.

(2) THE LICENSEE SHALL SUBMIT WITH THE NOTICE:

- (I) THE AGENCY LICENSE CERTIFICATE; AND
- (II) IF THE PROPOSED CHANGE AFFECTS AN EXISTING BRANCH OFFICE, THE BRANCH OFFICE CERTIFICATE FOR THAT OFFICE.

(3) THE SECRETARY MAY:

(I) ENDORSE THE CHANGE ON THE AGENCY LICENSE CERTIFICATE AND, IF APPLICABLE, ON THE BRANCH OFFICE CERTIFICATE OF THE AFFECTED BRANCH OFFICE; OR

(II) ISSUE A NEW AGENCY LICENSE CERTIFICATE AND, IF APPLICABLE, A NEW BRANCH OFFICE CERTIFICATE, BOTH OF WHICH SHALL SET FORTH THE SAME DATE AS THE ORIGINAL AGENCY LICENSE CERTIFICATE.

(B) WITHIN 5 DAYS AFTER THE OCCURRENCE, A FIRM SHALL SUBMIT TO THE SECRETARY WRITTEN NOTICE OF:

- (1) THE WITHDRAWAL OF ANY FIRM MEMBER; AND
- (2) THE DEATH OF ANY FIRM MEMBER.

19-312.

(A) EACH LICENSED SECURITY GUARD AGENCY SHALL DISPLAY AT ALL TIMES:

(1) THE AGENCY LICENSE CERTIFICATE IN A CONSPICUOUS PLACE IN THE PRINCIPAL OFFICE OF THE SECURITY GUARD AGENCY; AND