



## Ohio Administrative Code

### Rule 4501:7-1-11 Records.

Effective: [March 1, 2021](#)

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Each licensee shall keep a true and correct record in the English language of all of the business transactions for the current calendar year plus the two previous calendar years in the licensee's office relevant to enforcement of Chapter 4749. of the Revised Code.

(A) Records that shall be available for inspection and provided to the department of public safety upon request include:

- (1) Hire dates for all security guards and private investigators.
- (2) A record of the days worked by each security guard and private investigator by date.
- (3) A record of dates when each security guard or private investigator worked while armed.
- (4) Termination dates of each security guard or private investigator no longer working for the licensee.
- (5) Proof of current commission for any unregistered peace officers.
- (6) Waivers for any security guards or private investigators working while pending application approval.
- (7) Payroll records indicating the dates and hours worked by each security guard and private investigator per pay period.
- (8) A record of any independent contractors providing security or private investigatory services.
- (9) Payment records to independent contractors and invoices submitted by independent contractors.



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(B) No person shall falsify, alter, or in any manner tamper with any records required to be kept by this rule.

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