**Section 120.10 Minimum Requirements for Office Records − Community Currency Exchanges**

Every licensed location must maintain the following records in any medium or format that accurately reproduces original documents or papers:

a) Daily cash sheets (see Section 120.30) for the preceding 90 days.

b) Bank statements.

c) Money order register (see Section 120.50) of money order stating original issue amount.

d) General ledger and supporting journals.

e) Copy of the latest Annual Report filed with the Department.

f) Transmittal record for utility bills, vehicle licenses, certificates of title, vehicle stickers, stored value cards, and any other type of transmittal made for the benefit of a third party.

g) Record of daily transactions.

h) Check register (see Section 120.40).

i) Corporate records.

j) Copies of all contracts and business agreements entered into by the currency exchange.

(Source: Amended at 45 Ill. Reg. 9947, effective July 26, 2021)