

**58-4010. Property records; retention period.** On or after January 1, 1990, a museum shall at minimum maintain and retain the following records, either originals or accurate copies, for a period of not less than 25 years:

- (a) A notice of intent to preserve an interest in property;
- (b) the loan agreement, if any;
- (c) a receipt or ledger for property delivered to an owner or claimant;
- (d) records containing the following information, as available, for property in the museum's possession:
  - (1) The lender's name, address and phone number;
  - (2) the claimant's name, address and phone number;
  - (3) the donor's name, address and phone number;
  - (4) the seller's name, address and phone number;
  - (5) the nature and terms of the transaction (loan for specified term, loan for unspecified term, donation, purchase, etc.); and
  - (6) the beginning date of the loan period or transaction date.

**History:** L. 1989, ch. 120, § 10; July 1.