

Menu

- [Policy](#)
- [Definitions and Charts](#)
- [How to Add a Shared Location](#)
- [How to Add an Independent Location](#)
- [Additional Resources](#)

Policy

The *Books and Records Information* page lists the company name and address of the location where books and records are stored. Locations can be added as a shared or independent location.

Any books and records information identified on the Company (MU1) Form are available to select as a Shared Location from a Branch (MU3) Form.

To add a location not identified on the Company (MU1) Form, users can use the Independent Location feature.

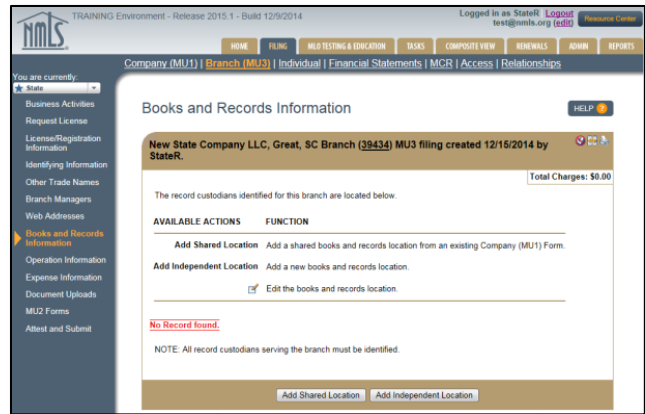


Figure 1: Books and Records Information Page

The name of the individual to be contacted with inquiries or access requests to this location must be listed. Multiple contacts for record retention are allowed in the System. Contacts must be specified by industry type(s) and state(s). Use the comments field to specify the types of records being retained by your company at that location.

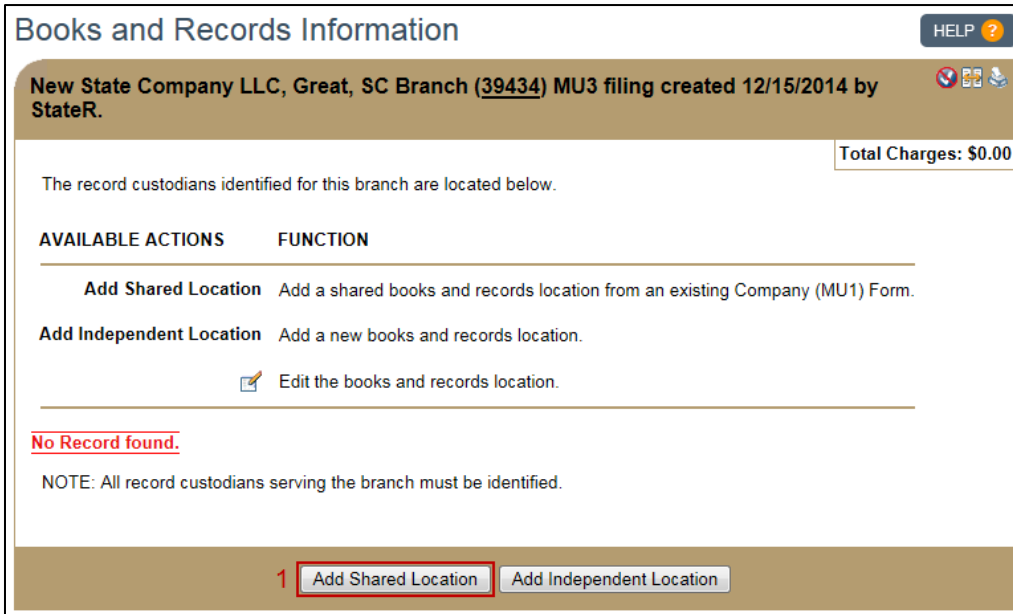
Please consult the [State Licensing Requirements](#) page to see if any states have further requirements for this section.

Definitions and Charts

Not Applicable

How to Add a Shared Location

1. Click the **Add Shared Location** button (see *Figure 2*).




Books and Records Information HELP ?

New State Company LLC, Great, SC Branch (39434) MU3 filing created 12/15/2014 by StateR.

Total Charges: \$0.00

The record custodians identified for this branch are located below.

AVAILABLE ACTIONS	FUNCTION
Add Shared Location	Add a shared books and records location from an existing Company (MU1) Form.
Add Independent Location	Add a new books and records location.
	Edit the books and records location.

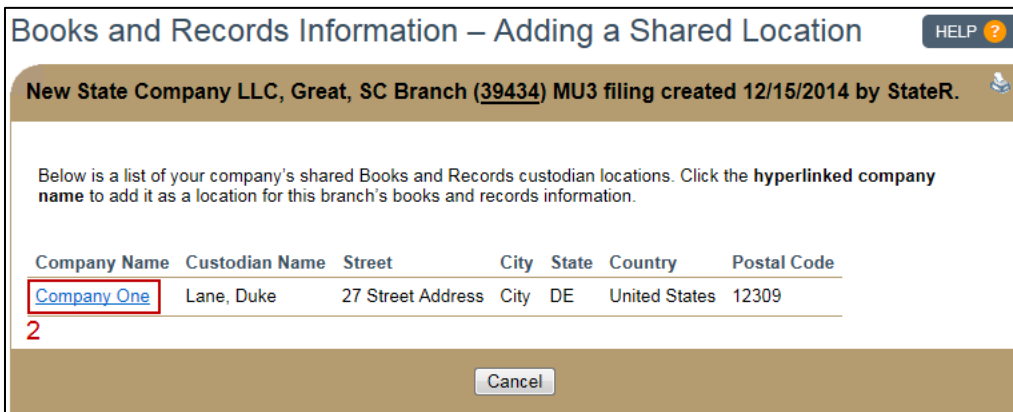
No Record found.

NOTE: All record custodians serving the branch must be identified.

1 **Add Shared Location** Add Independent Location

Figure 2: Adding a Shared Location

2. Click the **Company Name** link (see *Figure 3*).



Books and Records Information – Adding a Shared Location HELP ?

New State Company LLC, Great, SC Branch (39434) MU3 filing created 12/15/2014 by StateR.

Below is a list of your company's shared Books and Records custodian locations. Click the **hyperlinked company name** to add it as a location for this branch's books and records information.

Company Name	Custodian Name	Street	City	State	Country	Postal Code
Company One	Lane, Duke	27 Street Address	City	DE	United States	12309

2

Cancel

Figure 3: Selecting the Company

3. Select the corresponding **Industry Type(s)** and **State(s)**.
4. Click the **Save** button (see *Figure 4*).

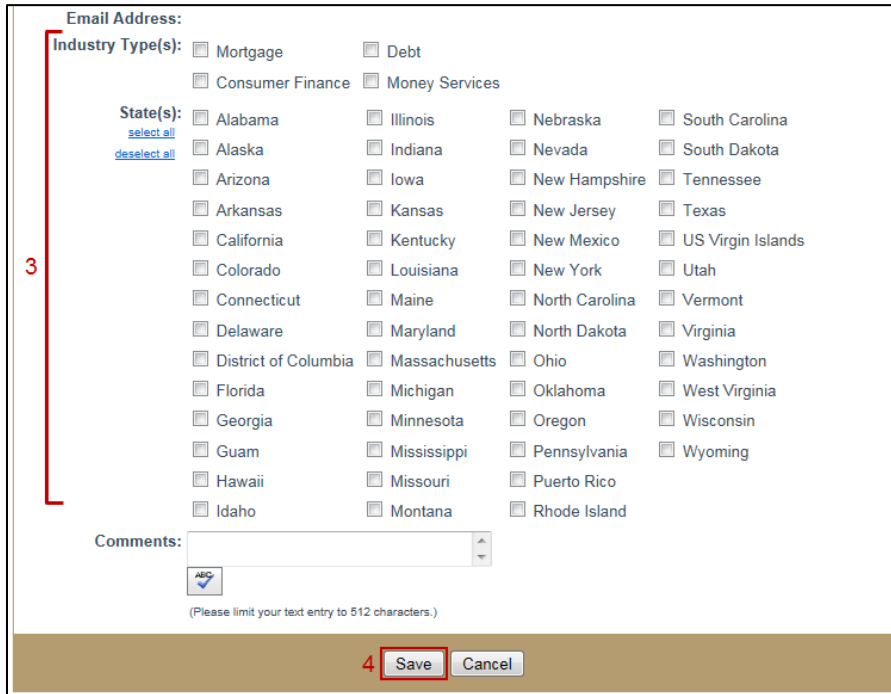
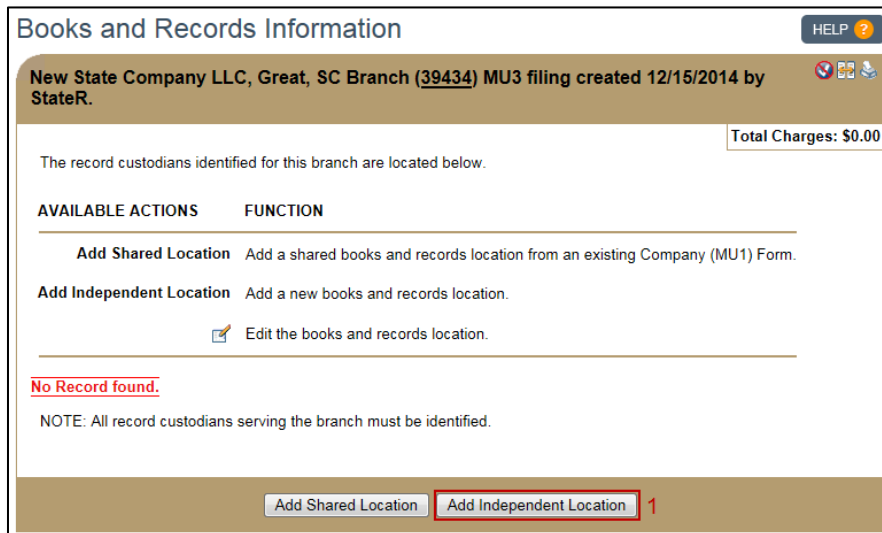


Figure 4: Entering Shared Location Information

How to Add an Independent Location

1. Click the **Add Independent Location** button (see *Figure 5*).




AVAILABLE ACTIONS	FUNCTION
Add Shared Location	Add a shared books and records location from an existing Company (MU1) Form.
Add Independent Location	Add a new books and records location.
	Edit the books and records location.

Figure 5: Adding an Independent Location

2. Enter information in the data fields.

3. Select the corresponding **Industry Type(s)** and **State(s)**.
4. Click the **Save** button (see *Figure 6*).

Books and Records Information HELP ?

New State Company LLC, Great, SC Branch (39434) MU3 filing created 12/15/2014 by StateR. Total Charges: \$0.00

Provide the information requested below for the records custodian for this branch. Provide the name of the individual who should be contacted with inquiries or to gain access to the storage location. If multiple custodians maintain records for this branch, use the **Comments** field to indicate the types of records each custodian maintains.

Company:

First Name:

Last Name:

Business Address:
(Do not provide PO Box)

City:

State:

Country / Province:

Postal Code:

Business Phone: 999-999-9999x9999

Fax Line: 999-999-9999

Email Address:

Industry Type(s):

Mortgage Debt

Consumer Finance Money Services

State(s):

[select all](#) Alabama Illinois Nebraska South Carolina

[deselect all](#) Alaska Indiana Nevada South Dakota

Arizona Iowa New Hampshire Tennessee

Arkansas Kansas New Jersey Texas

California Kentucky New Mexico US Virgin Islands

Colorado Louisiana New York Utah

Connecticut Maine North Carolina Vermont

Delaware Maryland North Dakota Virginia

District of Columbia Massachusetts Ohio Washington

Florida Michigan Oklahoma West Virginia

Georgia Minnesota Oregon Wisconsin

Guam Mississippi Pennsylvania Wyoming

Hawaii Missouri Puerto Rico

Idaho Montana Rhode Island

Comments:

(Please limit your text entry to 512 characters.)

4

Figure 6: Entering Independent Location Information

Additional Resources

- [Information Viewable in NMLS Consumer Access](#)
- [Branch \(MU3\) Filing](#)