Seattle
Finance &
Administrative Services

Department:	Rule No:	Supersedes:
City of Seattle **Department of Finance and Administrative Services**	USED GOODS-01-2020	New
	Publication: 1/15/2020	Effective: 2/21/2020
Subject: Acceptable Means to Record Used Goods Transactions	Code and Section Reference(s): SMC 6.288.070 SMC 6.202.080 (rulemaking authority)	

Approved:

Division Director — Date: 2/18/2020

Business Unit Officer — Date: 2-19-2020

Calvin W. Goings, Department Director — Date: 2/19/2020

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Rule USED GOODS-01-2019
Duty to Record Used Goods Transactions
(SMC 6.288.070)

This Rule provides clarification on the acceptable means of recording used goods transactions (i.e., pawns, purchases or consignments) in accordance with the Seattle Municipal Code (SMC).

A used goods dealer shall record transactions in either a bound book or other permanent record.

1. Bound book shall only mean a hardback book in which (1) the individual pages are bound together using adhesive, (2) the pages are serially numbered, and (3) indelible ink is used.

2. Other permanent record shall only mean LeadsOnline, or a successor computerized recordkeeping and data transmission system as determined by the Chief of the Seattle Police Department.

3. The Director of the Department of Finance and Administrative Services or his or her designee (the Department Director) may approve other recordkeeping systems that maintain the required information in any form that is useful to the City.

Recording transactions in something other than a bound book, LeadsOnline, or other Department Director-approved recordkeeping system shall constitute a violation of the SMC.