§ 19.25 Office recordkeeping. The office shall maintain or continue to maintain, as the case may be and to the extent such information is available, a record of acquisition, whether by purchase, bequest, gift, loan or otherwise, of property for display or collection and of deaccessioning or loan of property currently held or thereafter acquired for display or collection; provided, however, that the records required to be maintained pursuant to this section need not be maintained for any field collected natural history specimen having the value of fifty dollars or less. Any such record shall: (i) state the name, address, and telephone number of the person from whom such property was acquired, or to whom such property was transferred by deaccessioning or loan, and a description of such property, its location, if known, and the terms of the acquisition or deaccessioning or loan, including any restrictions as to its use or further disposition, and any other material facts about the terms and conditions of the transaction; (ii) include a copy of any document of conveyance relating to the acquisition or deaccessioning or loan of such property and all notices and other documents prepared or received by the office pursuant to the requirements of this article and sections 3.09 and 3.17 of this chapter; and (iii) be retained for a period of at least five years following the sale or deaccessioning of such property.