



ADVISORY NOTICE NO. 6

**REGULATION AMENDMENT
JULY 11, 1990**

TO: Alcohol Permittees

Pennsylvania Liquor Control Board Regulations (Title 40, PA Code, Section 11.35) related to record keeping and reporting requirements for Alcohol Permittees have been amended effective June 23, 1990. The regulations have been changed to clarify and update on-premises record keeping requirements and to eliminate monthly reporting requirements to the Pennsylvania Liquor Control Board.

The major changes affecting operations by Alcohol Permittees are as follows:

1. A regulatory provision has been added to provide that electronic record keeping may be utilized as an alternative to hard copy records so long as any such electronic record keeping system covers in detail all transactions as required by Section 11.35 of the regulations.
2. The regulatory requirement for submission of monthly reports of operations to the Pennsylvania Liquor Control Board has been rescinded. Therefore, licensees should discontinue transmission of these reports to the Board.

A copy of the pertinent section of the regulations, including these changes, is enclosed. As these revised regulations are now in effect, licensees are advised to administer their operations accordingly.

Sincerely,

A handwritten signature in black ink that reads "John D.W. Reiley". The signature is written in a cursive, flowing style.

JOHN D.W. REILEY
Secretary to the Board

TITLE 40, PA CODE
CHAPTER 11, PURCHASES AND SALES

Sec. 11.35. Records and reports.

- (a) *Records.* Under section 207(h) of the Liquor Code (47 P.S. § 2-207(h)), alcohol permittees shall maintain and keep on the premises where the alcohol is used, for a period of 2 years, complete and accurate records in hard copy or electronic media, consistent with generally accepted accounting procedures, covering the purchase, importation and use of the alcohol. The records shall consist of a stock ledger maintained on a perpetual inventory basis, showing withdrawals from stock and setting forth in detail the purpose for which the alcohol is used. The records and the premises where alcohol is stored and used shall be open to inspection, during normal business hours by authorized representatives of the Board and the State Police, Bureau of Liquor Control Enforcement, under sections 207(h) and 211 of the Liquor Code (47 P.S. § 2-207(h) and 2-211). A recordkeeping system utilized by the licensee shall have the capability to provide for the reconciling of required data. Entries shall be verifiable by supporting documentation—original documents. Records shall be clearly identifiable to the licensed operation.
- (b) *Federal and State government reports and forms.* Copies of reports or forms required by Federal or State governmental agencies related to the licensed operation shall be maintained for a period of 2 years unless required to be maintained for a longer period by the Federal or State agencies. The reports or forms shall also be open to inspection by authorized representatives of the Board and the Pennsylvania State Police, Bureau of Liquor Control Enforcement, and shall constitute a satisfactory record if they contain the information required in subsection (a).