



ADVISORY NOTICE NO. 8

**REGULATION AMENDMENT
AUGUST 15, 1990**

TO: Licensed Transporters-for-Hire

Pennsylvania Liquor Control Board Regulations (Title 40, PA Code, Section 9.13) related to record keeping and reporting requirements for Transporters-for-Hire recently have been amended. 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 Transporters-for-Hire 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 as long as any such electronic record keeping system covers in detail all transactions as required by Section 9.13 of the regulations.
2. The regulatory requirement for submission of monthly reports of operations has been modified to require licensees to submit such reports to the Pennsylvania State Police, Bureau of Liquor Control Enforcement. The mailing address is: Pennsylvania State Police, Bureau of Liquor Control Enforcement, 3655 Vartan Way, Harrisburg, PA 17110.

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 style with a large, prominent "J" and "R".

JOHN D.W. REILEY
Secretary to the Board

Sec. 9.13. Records and reports.

- (a) *Records.* A holder of a transporter-for-hire license shall maintain and keep, in hard copy or electronic media consistent with generally accepted accounting procedures, for a period of at least 2 years, complete and accurate daily records of transactions conducted under the authority of the license under section 512 of the Liquor Code (47 P. S. Sec. 5.512). Records shall be subject to inspection by authorized representatives of the Board and the Pennsylvania State Police, Bureau of Liquor Control Enforcement, under sections 211 and 513 of the Liquor Code (47 P. S. Secs. 2-211 and 5-513). 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 State Police, Bureau of Liquor Control Enforcement and shall constitute a satisfactory record if they contain the information required in subsection (a).