



**ADVISORY NOTICE NO. 7**

**REGULATION AMENDMENT  
JULY 11, 1990**

TO: Licensed Importers

Pennsylvania Liquor Control Board Regulations (Title 40, PA Code, Sections 9.34 and 9.35) related to record keeping and reporting requirements for Importers 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 Importers are as follows:

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 9.34 of the regulations.

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requirement for submission of monthly reports of operations to the Pennsylvania Liquor Control Board has been rescinded.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 sections 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 9. TRANSPORTATION, IMPORTATION, DISPOSITION AND STORAGE**

**Sec. 9.34. Records to be maintained by importers.**

- (a) The holder of an Importer License shall maintain and keep on the licensed premises, for a period of 2 years, complete and accurate daily records in hard copy or electronic media consistent with generally accepted accounting procedures, of transactions conducted under the authority of the license under section 493(12) of the Liquor Code (47 P. S. Sec. 4-493(12)). These records shall be open to inspection by authorized representatives of the Board and the State Police, Bureau of Liquor Control Enforcement, under sections 211 and 493(21) of the Liquor Code (47 P. S. Secs. 2-211 and 4-493(21)). 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 and shall include the date of purchase, the name and address of the person from whom purchased and the kind and quantity of liquor purchased. The holder shall further specify whether the liquor was purchased in bulk and bottled in this Commonwealth, the name and address of the manufacturer therein that bottled the bulk liquor, the kind and quantity thereof so purchased and bottled, the date of sale, the name and address of the person to whom sold and the kind, quantity and price of the liquor sold.
- (b) Records shall also be maintained for all liquor withdrawn from stock. The records shall show the date of withdrawal, quantity withdrawn, and the purpose for which used.
- (c) Copies of reports and forms required by Federal or State governmental agencies related to the licensed operations 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 subsections (a) and (b).

**Sec. 9.35. [Reserved].**