

## CHAPTER 31

### RECORDS

#### §751. Retail licensee to keep records

**1. Records to be kept.** Every retail licensee shall keep for 2 years complete records showing:

A. The date of all purchases; [PL 1987, c. 45, Pt. A, §4 (NEW).]

B. The actual prices paid; [PL 1987, c. 45, Pt. A, §4 (NEW).]

C. The fact that the licensee paid by cash or check for all liquor bought by the licensee at the time of or before delivery of the liquor as evidenced by invoices, which must be retained by the licensee; [RR 1993, c. 1, §71 (COR).]

D. The name and address of every person from whom the liquor was purchased; and [PL 1993, c. 266, §19 (AMD).]

E. In the case of an on-premises licensee, records of food purchases. [PL 2021, c. 658, §111 (AMD).]

[PL 2021, c. 658, §111 (AMD).]

**2. Retail licensee to keep separate records.** Except as provided in paragraph A, a retail licensee shall keep the records required by subsection 1 separate and apart from records relating to any other transactions in which the licensee engages.

A. Malt liquor, wine and soft drinks may be listed on the same wholesale licensee's invoice if each product is separately listed. [PL 1987, c. 45, Pt. A, §4 (NEW).]

[PL 1997, c. 373, §71 (AMD).]

**3. On-premises retail licensee to keep records of sales separate.** An on-premises retail licensee shall separate liquor sales from food sales by the licensee in the licensee's records.

[PL 2021, c. 658, §112 (AMD).]

#### SECTION HISTORY

PL 1987, c. 45, §A4 (NEW). PL 1987, c. 342, §§48,49 (AMD). PL 1987, c. 623, §§9,10 (AMD). RR 1993, c. 1, §71 (COR). PL 1993, c. 266, §§18-20 (AMD). PL 1997, c. 373, §71 (AMD). PL 2021, c. 658, §§111, 112 (AMD).

#### §752. Wholesale licensee to keep records

**1. Records to be kept.** Every wholesale licensee shall keep records for 2 years:

A. Showing that all sales and purchases are in accordance with the law relating to cash or check sales; and [PL 1987, c. 342, §50 (AMD).]

B. Including detailed accounts of all its transactions with breweries, wineries, other wholesalers and retailers. [PL 2021, c. 658, §113 (AMD).]

[PL 2021, c. 658, §113 (AMD).]

**2. Manner in which records to be kept.** The wholesale licensee shall keep the records in its principal licensed establishment.

[PL 1987, c. 45, Pt. A, §4 (NEW).]

#### SECTION HISTORY

PL 1987, c. 45, §A4 (NEW). PL 1987, c. 342, §50 (AMD). PL 2021, c. 658, §113 (AMD).

#### §753. Special warehouse facility licensee to keep records

**1. Records to be kept.** A licensee operating a special warehouse storage facility within the State shall keep complete records concerning all transactions conducted at the special warehouse storage facility. The records must show:

A. The date and amounts of all liquor received and from whom they were received; and [PL 1987, c. 45, Pt. A, §4 (NEW).]

B. The dates and amounts of all liquor shipped or withdrawn and the name of the person for whom the liquor was shipped or withdrawn. [PL 1987, c. 45, Pt. A, §4 (NEW).]  
[PL 2021, c. 658, §114 (AMD).]

**2. Manner in which records to be kept.** A licensee shall maintain the records upon the premises. [PL 2021, c. 658, §114 (AMD).]

#### SECTION HISTORY

PL 1987, c. 45, §A4 (NEW). PL 2021, c. 658, §114 (AMD).

#### §754. Records open for inspection

**1. Records open for inspection.** All records required to be kept under this chapter are open for inspection to the bureau or its representatives at any time. The bureau or its representatives may make copies of records that may be used as evidence of violation of this chapter.

[PL 2013, c. 588, Pt. B, §4 (AMD).]

**2. Refusal of access.** A licensee may not refuse to allow the bureau or its representatives to audit the books and records of the licensee.

[PL 2013, c. 588, Pt. B, §4 (AMD).]

#### SECTION HISTORY

PL 1987, c. 45, §A4 (NEW). PL 1997, c. 373, §72 (AMD). PL 2013, c. 588, Pt. B, §4 (AMD).

#### §755. Records confidential

Except for on-premises spirits sales data required to be reported by reselling agents in accordance with section 453-C, subsection 4, all business and financial records of licensees are confidential. [PL 2015, c. 430, §6 (AMD).]

#### SECTION HISTORY

PL 1987, c. 45, §A4 (NEW). PL 2015, c. 430, §6 (AMD).

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