

Title 11—Department of Public Safety  
Division 70—Division of Alcohol and Tobacco Control  
Chapter 2—Rules and Regulations

**ORDER OF RULEMAKING**

**11 CSR 70-2.140 All Licensees.** The Division of Alcohol and Tobacco Control is amending section (6).

*PURPOSE: This amendment clarifies the duty of licensees to maintain records when they are aware of a pending investigation.*

(6) All licensees shall keep complete and accurate records pertaining to their businesses. Such records include a complete and accurate record of all purchases and of all sales of intoxicating liquor made by them. These records are to include the names and addresses of all persons from whom the liquor is purchased, the dates, kinds, and quantities of the purchases and the dates and amounts of payments on account. They also should include the daily gross returns from sales.

**(D) If a licensee maintains additional records not required by this section, such as audio, video, telephonic, written, or otherwise transcribed records, the licensee shall maintain complete and accurate records relevant to acts that are subject to administrative action against liquor licenses for a period of fifteen (15) business days, or until those records are turned over to the supervisor of alcohol and tobacco control or other law enforcement agency with competent jurisdiction, whichever is sooner. The duty to maintain such records begins when the licensee knows or should know that such an act has occurred on the licensed premise, or has been notified by the supervisor of alcohol and tobacco control or any other law enforcement agency that there is a pending investigation regarding the licensee's conduct.**