

571—78.6(456A) Dealers—recordkeeping.

78.6(1) Contents of records. Each permitted ginseng dealer shall keep individual, accurate, legible and complete records of each ginseng transaction. The records shall be on forms prescribed by the department and completed in their entirety by the ginseng dealer or a representative of the department. The department will provide a reasonable number of these forms at no cost to the dealer. The dealer's record of each ginseng transaction shall include:

- a. The date of transaction;
- b. The name and address of the buyer or seller, whichever is applicable for the transaction;
- c. The harvester's permit number or dealer's permit number if a dealer is buying ginseng in the transaction;
- d. A description of the ginseng transacted, including the actual weight of the ginseng transacted and whether the ginseng is dried or green. If the ginseng is green ginseng, the weight shall also be converted to the dried weight of ginseng according to the ratio in 571—78.3(456A);
- e. The name of the county or counties where the ginseng was harvested if the ginseng is purchased from a harvester;
- f. A copy of the ginseng's certificate of origin, signed by the seller, if applicable;
- g. The year of harvest for the ginseng bought or sold; and
- h. Any additional information as requested by the department and included on the department's form.

78.6(2) Monthly reporting. Each dealer shall submit to the department copies of all records required by 78.7(1) on a monthly basis, no later than the fifteenth day of each month.

78.6(3) Carryover report. The dealer must complete an inventory of any roots remaining in the dealer's possession in Iowa as of April 1, including the roots' certified weight and designation as either wild, wild simulated, or cultivated ginseng, or a statement that the dealer has no roots remaining in the dealer's possession. Any certification regarding a root's weight as required by this subrule shall be completed through the department's agent upon appointment. Any roots carried over from one license year to the next shall be documented on the following license year's reports.

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