

481—554.4(155A) Records.

554.4(1) Retention. All records relating to distribution will be maintained at the licensed location for at least two years from the date of the record or entry to the record.

554.4(2) Accessibility. Electronic records will be capable of producing a hard-copy printout of transactions or entries for any specific date or range of dates requested. All records will be available for inspection and copying by the board or its authorized agent.

554.4(3) Storage. Original records more than 12 months old may be maintained in a secure remote storage area unless such remote storage is prohibited by federal law or regulation. Records maintained in remote storage locations will be retrievable within three business days of a request by the board or its authorized agent.

[ARC 9340C, IAB 6/11/25, effective 7/16/25]