

For your information

The Oregon Liquor Control Commission has:

Amended

Adopted

Suspended

OAR 845-025-1200
PERMANENT

Effective Date: May 16, 2021

Note: **Bold and underlined** = new text; *~~italics and strikethrough~~* = deleted text

845-025-1200

Financial and Business Records

In addition to any other recordkeeping requirements in these rules, a **licensee or laboratory** licensee must have and maintain records that clearly reflect all financial transactions and the financial condition of the business. The following records may be kept in either paper or electronic form and must be maintained for a three-year period and must be made available for inspection if requested by an employee of the Commission:

- (1) Purchase invoices and supporting documents for items and services purchased for use in the production, processing, research, testing and sale of marijuana items that include from whom the items were purchased and the date of purchase;
- (2) Bank statements for any accounts relating to the licensed business;
- (3) Accounting and tax records related to the licensed business;
- (4) Documentation of all financial transactions related to the licensed business, including contracts and agreements for services performed or received that relate to the licensed business;
- (5) All employee records, including training; **and**
- (6) Information relating to the structure and ownership of the business, including:**
 - (a) A list of all individuals and legal entities who are applicants as described**

in OAR 845-025-1045;

(b) For each legal entity that is an applicant as described in OAR 845-025-1045, complete information about the ownership structure of that legal entity; and

(c) A list of all individuals and legal entities who are entitled to receive a portion of revenue, proceeds, or profits from the business.

Statutory/Other Authority: ORS 475B.025, 475B.070, 475B.090, 475B.100 & 475B.110

Statutes/Other Implemented: ORS 475B.130