**Section 1100.80 Recordkeeping**

a) A registered institution of higher education shall create, maintain and make available accurate records, in a form and at a location satisfactory to the Department, that set forth, for the reporting period required by Section 1100.90, the following information:

1) the name of the cultivars cultivated and the volume of each cultivar purchased, acquired and/or used; and

2) the volume of industrial hemp:

A) cultivated;

B) harvested; and

C) disposed of, along with the date, location and method of each disposal, if any.

b) The records and materials referred to in subsection (a) shall be maintained on the registered premises and made available to the Department for two years from the date they were made or prepared.