**Section 1300.580 Records**

a) Each transporter shall keep and maintain upon the licensed premises for a 5-year period true, complete, legible and current books and records, including but not limited to all daily inventory reports organized in a chronological manner.

b) Each transporter is responsible for keeping and maintaining records that clearly reflect all financial transactions and the financial condition of the business. The following records must be kept and maintained on the licensed premises for a 5-year period and must be made available for inspection if requested by the Department, and, when applicable, DOR:

1) Purchase invoices, bills of lading, manifests, sales records, copies of bills of sale, and any supporting documents, including the items and/or services purchased, from whom the items were purchased, and the date of purchase;

2) If applicable, bank statements and canceled checks for all accounts relating to the transportation organization;

3) Accounting and tax records related to the transporter;

4) All employee records, including training, education, discipline, etc.; and

5) Records of any theft, loss or other unaccountability of any cannabis.