
April 27, 2015

To: All LCLB staff
All Industry Associations
All Local Government, First Nations, and Police Agencies

Re: **New Regulations Regarding the Length of Time to Keep Records**

Introduction

Licensees have always had to keep records listed in Sections 17, 31 and 34 of the Liquor Control and Licensing Regulation. Other than a three year requirement to keep certain U-Vin and U-Brew records, the Regulation did not provide a timeline for which all other licensee records must be kept.

Changes to Sections 17, 31 and 34 of the Regulation

Section 34 (1) of the Liquor Control and Licensing Regulation is amended to require all licensees to keep the records listed within section 34 for a period of at least 6 years. Sections 34 (2) and 17 are also amended to require caterers and wineries to keep additional records listed in these sections that are specific to their licence classes for a period of at least 6 years.

Section 31 of the Regulation continues to require that U-Vin and U-Brew licensees keep records that are specific to their licence class for a period of at least three years. However, records under section 34 that also apply to U-Vins and UBrews must now be kept for a period of at least 6 years.

In practical terms this means that all records of all licensees, except for certain unique U-Vin and U-Brew records, must be kept for at least 6 years. This timeframe aligns with the Canada Revenue Agency requirement that financial records be kept 6 years, making record keeping easier for business.

Further Information

Further information regarding liquor control and licensing in British Columbia is available on the Liquor Control and Licensing Branch website at <http://www2.gov.bc.ca/gov/content/employment-business/business/liquor-regulation-licensing>. If you have any questions regarding these changes, please contact the Liquor Control and Licensing Branch toll free in Canada at 1-866-209-2111 or 250 952-5787 if calling within the Victoria area.

Original signed by:

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