

Records Checklist - For Retailers (Storefront and Delivery)

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Resource Type	Record-keeping requirements checklist
Who this is For	Storefront and Delivery Retailers
About this Resource	You are required per Bureau of Cannabis Control (BCC) regulation to keep certain records. Use this document as a checklist. The regulations are linked below; go through this checklist, referencing the regulations as needed. Your records may be organized by different categories or labels. That's ok, as long as you know where things are.
Disclaimer	The information contained in this checklist is for general, informational purposes only. It is not legal advice, individual advice specific to your situation, or any other kind of advice. For personalized guidance, call your favorite cannabis consultant or attorney.
Source	"BCC Regs" California Code of Regulations, Title 16, Division 42
General Information	BCC may request records to perform its regulatory duties - with or without prior notice, during or outside of business hours.
	Records should be accessible on the premises at all times. The BCC may request them in hard copy or electronic form.
	Store records in a secured area where they are protected from debris, moisture, contamination, hazardous waste, fire, and theft.
	Keep records for seven years (unless otherwise specified).
	Records shall be legible.
LINKS	--> Take me to the BCC Regulations <--
	--> Take me to the Business and Professions Code (BPC) <--

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List of Required Records

#	Short Description	<input checked="" type="checkbox"/>	Detail	CDPH Regs Section(s) (unless otherwise noted)
1	Business, Financial, and Legal	<input type="checkbox"/>	BCC issued state license(s). Display the valid license prominently on the licensed premises.	5020, 5037, 5039
2		<input type="checkbox"/>	Permits, licenses, and other local authorizations to conduct the licensee's commercial cannabis activity.	
3		<input type="checkbox"/>	Documentation for any change to any item listed in the original application that has not been reported to the Bureau through another process. (Required for your license renewal.)	
4		<input type="checkbox"/>	All other documents prepared or executed by an owner, employee, or assignee in connection with the licensed commercial cannabis business.	
5		<input type="checkbox"/>	Financial records, such as bank statements, sales invoices, receipts, tax records, and all records required by the California Department of Tax and Fee Administration (CDTFA). Documentation demonstrating your gross revenue for the current licensed period, such as a copy of your state tax return filed with the CDTFA. (Required for your license renewal.)	
6		<input type="checkbox"/>	Contracts with other licensees regarding commercial cannabis activity.	
7		<input type="checkbox"/>	Other records or documentation required pursuant to applicable statutes or regulations.	
8		<input type="checkbox"/>	Things submitted to, and/or received from, state and local authorities. (Recommended)	
9		<input type="checkbox"/>	Other correspondence with state and local authorities, including emails, phone call notes, notes related to inspections, etc. (Recommended)	
10		<input type="checkbox"/>	A log and notes to keep track of inspections conducted by state and local authorities. (Recommended)	
11	Security & Surveillance	<input type="checkbox"/>	A visitor log / record of all authorized individuals (besides employees) who enter limited-access areas. Include the individual's name, the name of the company they work for, reason for entering the limited-access area, date, and entry/exit times.	5037, 5042, 5044
12		<input type="checkbox"/>	Each licensed premises shall have a digital video surveillance that complies with requirements specified in Section 5044 (resolution, vantage points, etc.). Record 24 hours/day and keep for a minimum of 90 calendar days.	
13		<input type="checkbox"/>	Other security records (besides surveillance recordings).	
14	Shipment Receipt & Inventory	<input type="checkbox"/>	Inventory Receipt Records. For all cannabis goods in your inventory, keep a record of the date and time of receipt, the sell-by/expiration date(s), the name and license number of the party who transported them to you, and the price you paid. <i>See BCC Regs Section 5423 for full details about what must be documented.</i>	5423, 5424
15		<input type="checkbox"/>	Inventory Records. Keep a record of the description and quantity of all cannabis goods in your inventory. <i>See BCC Regs Section 5423 for full details about what must be documented.</i>	
16		<input type="checkbox"/>	Inventory Reconciliation Records. Verify that the physical inventory is consistent with records pertaining to inventory. Keep records regarding the results of inventory reconciliations. If you find a discrepancy, follow notification procedures and keep records of your steps.	
17	Track and Trace System	<input type="checkbox"/>	Documentation for data or information entered into the track and trace system. (Ex: inventory records, waste collection tickets.)	5037, 5048, 5050
18		<input type="checkbox"/>	Account Manager Role/Responsibility. Maintain a complete, accurate, and up-to-date list of the full names and usernames of all track and trace system users.	
19		<input type="checkbox"/>	Proof of track and trace system training (Recommended)	
20		<input type="checkbox"/>	All compliance notifications received from the track and trace system, and how and when compliance was achieved.	
21		<input type="checkbox"/>	If you lose connectivity to the track and trace system for any reason, prepare and maintain comprehensive records detailing all commercial cannabis activities that were conducted during the loss of connectivity. Document the cause, and the date(s) and time(s) of loss and restoration of connectivity.	

Note: these records are in addition to the data you input into the CCTT system.

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22	Customer Sales	<input type="checkbox"/>	Records related to compliance with daily limits, customer returns, valid physician recommendation (Recommended)	5409, 5410
23	Free/Donated Cannabis Goods	<input type="checkbox"/>	Records related to provision of free cannabis goods to a medicinal patient or primary caregiver (allowable under certain conditions).	5411
24		<input type="checkbox"/>	Records related to compassionate use donations. (Related to the implementation of SB 34, beginning in Q1 of 2020.)	BPC 26071
25	Waste	<input type="checkbox"/>	Records related to the composting or destruction of cannabis goods.	5037
26	Personnel & Training	<input type="checkbox"/>	Personnel records, including each employee's full name, social security or individual taxpayer identification number, start (and end, if applicable) date(s) of employment.	5037
27		<input type="checkbox"/>	Training records, including the content of each training and the names of the employees that received the training.	
28	Logs, Ledgers, and Receipts (Delivery) <i>*Note: if requested, the driver shall provide these to law enforcement.*</i>	<input type="checkbox"/>	Delivery Driver Log. A log that includes all stops, starting from the departure time to the return time, and the reason for each stop. (May be maintained electronically.) <i>See BCC Regs Section 5418(f) for detailed ledger requirements.</i>	5418, 5420
29		<input type="checkbox"/>	Delivery Inventory Ledger. Before leaving the licensed premises, the delivery driver must have a delivery inventory ledger of all cannabis goods provided to the driver. (May be maintained electronically.) <i>See BCC Regs Section 5418(e) for detailed ledger requirements.</i>	
30		<input type="checkbox"/>	Delivery Request Receipts. Keep a hard or electronic copy of the delivery request receipt signed by the customer. <i>See BCC Regs Section 5420 for details on delivery request receipts.</i>	
31	Drivers and Vehicles (Delivery)	<input type="checkbox"/>	Delivery Employee List. Maintain an accurate list of delivery employees.	5415, 5417
32		<input type="checkbox"/>	GPS History for Delivery Drivers. Be able to identify the geographic location of all delivery vehicles that are making deliveries and document the history of all locations the delivery employee travels to while engaged in delivery. Maintain for a minimum of 90 days.	
33		<input type="checkbox"/>	Delivery Vehicle Information Document. Keep information regarding any motor vehicle used for the delivery of cannabis goods, including the vehicle's make, model, color, Vehicle Identification Number, license plate number and Department of Motor Vehicles registration information.	

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