



JANET T. MILLS
GOVERNOR

STATE OF MAINE
OFFICE OF CANNABIS POLICY
162 STATE HOUSE STATION
19 UNION STREET
FIRST FLOOR
AUGUSTA, MAINE 04333-0162

ADMINISTRATIVE & FINANCIAL SERVICES

KIRSTEN LC FIGUEROA
COMMISSIONER

OFFICE OF CANNABIS POLICY

JOHN HUDAK
DIRECTOR

To: Current and Prospective AUCP Licensees
From: Director John Hudak, Office of Cannabis Policy
Date: March 20, 2023
Subject: Guidance for Retaining Transport Manifests and Other Business Records

Background

The Office of Cannabis Policy (OCP) is issuing this guidance to Adult Use Cannabis Program (AUCP) participants to address questions regarding Metrc transport manifests raised at the first quarterly [Metrc User Call](#), specifically: 1) whether completed transport manifests could be retained in digital (PDF) format; and 2) for how long licensees are required to retain transport manifests (and other business records).

Guidance

First, in accordance with the inventory tracking and transportation requirements in Section 4 of the Adult Use Cannabis Program Rule, 18-691 CMR, ch. 1 (AUCP Rule), a licensee transferring cannabis or cannabis products to another licensee must retain a copy of the transport manifest generated by the state's inventory tracking system. The copy retained by the transferring licensee must include the name, signature, and individual identification card (IIC) number of the individual transporting the cannabis or cannabis products to another licensee, as well as the name and signature of the individual receiving the cannabis and cannabis products on behalf of the receiving licensee. **The transferring licensee may retain a copy of the original, signed transport manifest in digital format, such as a PDF file of the scanned transport manifest.**

Next, as required by 28-B MRS § 511 and the AUCP Rule, unless otherwise specified, **all business records, including inventory tracking records, must be retained for the current tax year as well as the previous five (5) tax years.** Licensees are permitted to retain these records electronically.

Conclusion

Licensees may keep digital copies of all business records, provided that such digital copies include all required information and signatures where applicable. These records must be retained for the current tax year as well as the previous five (5) tax years.