

STATE OF NEW YORK
LIQUOR AUTHORITY

(Series 1953)
Bulletin #254
December 1, 1953

TO: MANUFACTURERS AND WHOLESALERS

SUBJECT: MINIMUM OFFICE REQUIREMENTS FOR OUT-OF-STATE WHOLESALERS
AND LICENSEES OPERATING MORE THAN ONE WHOLESALE PREMISES
WITHIN THE STATE OF NEW YORK.

Paragraph 4 of Bulletin #79, issued under date of January 30, 1942, is hereby rescinded. This paragraph dealt with the minimum office requirement for out-of-state wholesalers. These requirements are restated herein and amplified in order to include requirements for licensees operating more than one wholesale premises within this state. New matter is underlined.

Wholesale licensees having their principal offices in another state and wholesale licensees operating more than one licensed premise within the state are required to observe the same provisions of the law governing wholesalers as licensees operating one principal office within the state. Inquiries have been received from such licensees as to the proper method of operating the licensed premises in this state, particularly with respect to the books and records which are to be kept. For the information and guidance of wholesale licensees, the liquor authority has laid down the following minimum office requirements:

1. The licensed premises must be physically separated from any other premises.
2. No other business may be conducted on the licensed premises.
3. The premises must be in charge of an employee of the licensee, and open during regular business hours.
4. The books and records must be kept on the licensed premises, which shall show:
 - a. All purchases of alcoholic beverages made within or without the state by the New York licensee, together with the names, addresses and license numbers of the persons from whom the same were purchased. A separate record must be kept of all alcoholic beverages which a branch office receives from the main office which is licensed within the state.
 - b. All sales of alcoholic beverages made within the state, together with the names, addresses and license numbers of purchasers, including invoices and delivery receipts. A separate record must be kept of all shipments of alcoholic beverages made to the main office of the licensee which is licensed within the State of New York.
 - c. The receipt of all payments for alcoholic beverages sold within the state.
 - d. The names and addresses of all employees operating within the state, together with their salaries or commissions and permit numbers. Where the licensee operates more than one premise within the state and where complete records are maintained on a licensed premise within the state and available for inspection, duplicate records of these items are not required to be kept on the premises of the branch office.
 - e. All expenditures for the maintenance or operation of the New York licensed premises or branch office. Where the licensee operates more than one premise within the state and where complete records of expenditures for the maintenance or operation of all branch offices are maintained on a licensed premise within the state and available for inspection duplicate records of these items are not required on the premises of the branch offices.

An out-of-state wholesaler who is unable to keep the original records on the licensed premises in this state, must apply to the Liquor Authority in writing for permission to keep duplicate records in place of the originals.

STATE LIQUOR AUTHORITY