

Kansas Administrative Regulations

Kansas Department of Agriculture

Article 25.—Grain Warehouse

4-25-2. Record retention.

(a) Each person who, as a result of licensure as a public warehouseman pursuant to the act, is liable for grain or has been liable for grain at any time during the preceding six years shall retain the following documents for all grain that the person is or was liable for during the preceding six-year period:

- (1) Scale tickets;
- (2) evidence of cancelled checks;
- (3) customer ledgers;
- (4) records of daily grain position;
- (5) insurance records;
- (6) warehouse receipts; and

(7) any other document, stored electronically or by any other means, that identifies in any way any grain for which the person is or was liable.

(b) Any records required to be maintained pursuant to this regulation may be completed and maintained electronically, but all records shall be made available to the secretary upon request.

(Authorized by K.S.A. 34-102; implementing K.S.A. 34-102, 34-228, 34-236, 34-246, 34-249a, 34-295a, 34-295b, and 34-2,104; effective March 8, 2002; amended Aug. 26, 2022.)

***** Authenticated Kansas Administrative Regulation *****