



Fast Track Proposed Regulation Agency Background Document

Agency name	Alcoholic Beverage Control Board
Virginia Administrative Code (VAC) citation	3 VAC 5-70
Regulation title	Other Provisions
Action title	Records Kept by Licensees
Date this document prepared	June 30, 2010

This information is required for executive branch review and the Virginia Registrar of Regulations, pursuant to the Virginia Administrative Process Act (APA), Executive Orders 36 (2006) and 58 (1999), and the *Virginia Register Form, Style, and Procedure Manual*.

Brief summary

Please provide a brief summary (no more than 2 short paragraphs) of the proposed new regulation, proposed amendments to the existing regulation, or the regulation proposed to be repealed. Alert the reader to all substantive matters or changes.

The proposed amendment to 3 VAC 5-70-90 is intended to clarify the current regulation with respect to the requirement that licensees make their records available for inspection and copying by the board or its agents during reasonable hours. "Reasonable hours" was defined by a 2008 amendment to the Section 4.1-204 of the Code of Virginia, and this action is designed to incorporate the statutory definition into the corresponding regulation. No substantive change in the record-keeping requirement is intended at this time.

Statement of final agency action

Please provide a statement of the final action taken by the agency including (1) the date the action was taken, (2) the name of the agency taking the action, and (3) the title of the regulation.

On June 28, 2010, the Alcoholic Beverage Control Board took action to adopt amendments to 3 VAC 5-70, Other Provisions, amending 3 VAC 5-70-90, under the fast-track process.

Legal basis

Please identify the state and/or federal legal authority to promulgate this proposed regulation, including (1) the most relevant law and/or regulation, including General Assembly chapter number(s), if applicable, and (2) promulgating entity, i.e., the agency, board, or person. Describe the scope of the legal authority and the extent to which the authority is mandatory or discretionary.

Section 4.1-111 of the Code of Virginia provides that the board shall promulgate regulations that establish requirements for the form, content, and retention of all records. The general record-keeping requirement for various varieties of license-holders, and the duty to allow agents of the board to inspect such records are included in Section 4.1-204.

Purpose

Please explain the need for the new or amended regulation. Describe the rationale or justification of the proposed regulatory action. Detail the specific reasons the regulation is essential to protect the health, safety or welfare of citizens. Discuss the goals of the proposal and the problems the proposal is intended to solve.

Chapter 513 of the 2008 Acts of Assembly added to Section 4.1-204 a definition of the “reasonable hours” within which an alcoholic beverage licensee must make its records immediately available for inspection by agents of the Alcoholic Beverage Control Board. The proposed amendment merely adds the statutory definition of “reasonable hours” to the board’s record-keeping regulation for consistency and clarity.

Rationale for using fast track process

Please explain the rationale for using the fast track process in promulgating this regulation. Why do you expect this rulemaking to be noncontroversial?

Please note: If an objection to the use of the fast-track process is received within the 60-day public comment period from 10 or more persons, any member of the applicable standing committee of either house of the General Assembly or of the Joint Commission on Administrative Rules, the agency shall (i) file notice of the objection with the Registrar of Regulations for publication in the Virginia Register, and (ii) proceed with the normal promulgation process with the initial publication of the fast-track regulation serving as the Notice of Intended Regulatory Action.

This rulemaking is expected to be noncontroversial because there are no substantive changes proposed to the regulation. The amendment is merely an attempt to clarify the current record-keeping and inspection requirement for the guidance of the licensees and the board’s special agents.

The board intends to engage representatives of the regulated community in future discussions of possible revisions of the record-keeping requirements, but this action is only intended to more clearly state the current law.

Substance

Please briefly identify and explain the new substantive provisions, the substantive changes to existing sections, or both where appropriate. (Provide more detail about these changes in the "Detail of changes" section.)

This action amends 3 VAC 5-70-90 to specify that licensees must make required records available for inspection by special agents of the board between the hours of 9 a.m. and 5 p.m. At any other time of day, if the licensee's records are not available, they must be provided within 24 hours of the request.

Issues

Please identify the issues associated with the proposed regulatory action, including:

- 1) the primary advantages and disadvantages to the public, such as individual private citizens or businesses, of implementing the new or amended provisions;*
- 2) the primary advantages and disadvantages to the agency or the Commonwealth; and*
- 3) other pertinent matters of interest to the regulated community, government officials, and the public.*

If there are no disadvantages to the public or the Commonwealth, please indicate.

The primary advantage associated with the proposed regulatory action, both to affected businesses and the agency, is that the amendment to the regulation will give clear guidance, both to the licensees and the board's special agents, as to when records must be made available for inspection. There are no disadvantages to the public or the Commonwealth.

Requirements more restrictive than federal

Please identify and describe any requirement of the proposal which is more restrictive than applicable federal requirements. Include a rationale for the need for the more restrictive requirements. If there are no applicable federal requirements or no requirements that exceed applicable federal requirements, include a statement to that effect.

While there may be federal requirements for record-keeping and retention with respect to some transactions of licensed businesses for such things as income tax reporting, there are no truly parallel applicable federal requirements.

Localities particularly affected

Please identify any locality particularly affected by the proposed regulation. Locality particularly affected means any locality which bears any identified disproportionate material impact which would not be experienced by other localities.

No locality is particularly affected by the proposed regulation.

Regulatory flexibility analysis

Please describe the agency’s analysis of alternative regulatory methods, consistent with health, safety, environmental, and economic welfare, that will accomplish the objectives of applicable law while minimizing the adverse impact on small business. Alternative regulatory methods include, at a minimum: 1) the establishment of less stringent compliance or reporting requirements; 2) the establishment of less stringent schedules or deadlines for compliance or reporting requirements; 3) the consolidation or simplification of compliance or reporting requirements; 4) the establishment of performance standards for small businesses to replace design or operational standards required in the proposed regulation; and 5) the exemption of small businesses from all or any part of the requirements contained in the proposed regulation.

The proposed action does not add any regulatory requirements. It merely adds language clarifying the regulation in light of statutory changes.

Economic impact

Please identify the anticipated economic impact of the proposed new regulations or amendments to the existing regulation. When describing a particular economic impact, please specify which new requirement or change in requirement creates the anticipated economic impact.

Projected cost to the state to implement and enforce the proposed regulation, including (a) fund source / fund detail, and (b) a delineation of one-time versus on-going expenditures	None
Projected cost of the new regulations or changes to existing regulations on localities.	None
Description of the individuals, businesses or other entities likely to be affected by the new regulations or changes to existing regulations.	All holders of licenses issued by the Department of Alcoholic Beverage Control
Agency’s best estimate of the number of such entities that will be affected. Please include an estimate of the number of small businesses affected. Small business means a business entity, including its affiliates, that (i) is independently owned and operated and (ii) employs fewer than 500 full-time employees or has gross annual sales of less than \$6 million.	Approximately 16,000, of which an estimated 90% are small businesses
All projected costs of the new regulations or changes to existing regulations for affected individuals, businesses, or other entities. Please be specific and do include all costs. Be sure to include the projected reporting, recordkeeping, and other administrative costs	None

<p>required for compliance by small businesses. Specify any costs related to the development of real estate for commercial or residential purposes that are a consequence of the proposed regulatory changes or new regulations.</p>	
<p>Beneficial impact the regulation is designed to produce.</p>	<p>Clarity of regulation and consistency with statute</p>

Alternatives

Please describe any viable alternatives to the proposal considered and the rationale used by the agency to select the least burdensome or intrusive alternative that meets the essential purpose of the action. Also, include discussion of less intrusive or less costly alternatives for small businesses, as defined in §2.2-4007.1 of the Code of Virginia, of achieving the purpose of the regulation.

Taking no action was considered, but was discarded because it was felt that the clarifying language was needed to assist licensees with compliance, and to provide clear direction to special agents of the board in performing record inspections. The changes do not allow for any additional intrusion or costs for small businesses.

Family impact

Please assess the impact of the proposed regulatory action on the institution of the family and family stability including to what extent the regulatory action will: 1) strengthen or erode the authority and rights of parents in the education, nurturing, and supervision of their children; 2) encourage or discourage economic self-sufficiency, self-pride, and the assumption of responsibility for oneself, one's spouse, and one's children and/or elderly parents; 3) strengthen or erode the marital commitment; and 4) increase or decrease disposable family income.

The proposed regulatory action will have no impact on the institution of the family and family stability.

Detail of changes

Please detail all changes that are being proposed and the consequences of the proposed changes. If the proposed regulation is a new chapter, describe the intent of the language and the expected impact in each section. Please detail the difference between the requirements of the new provisions and the current practice or if applicable, the requirements of other existing regulations in place.

If the proposed regulation is intended to replace an emergency regulation, please list separately (1) all provisions of the new regulation or changes to existing regulations between the pre-emergency regulation and the proposed regulation, and (2) only changes made since the publication of the emergency regulation.

For changes to existing regulations, use this chart:

Current section number	Proposed new section number, if applicable	Current requirement	Proposed change and rationale
3 VAC 5-70-90		Licensee records must be made available for viewing on a screen or in hard copy by the board or its special agents during reasonable hours.	Licensee records must be made available for viewing on a screen or in hard copy by the board or its special agents between the hours of 9 a.m. and 5 p.m. At any other time of day, if the licensee's records are not available for inspection, they must be provided within 24 hours after request. This makes the regulation compatible with changes made by the 2008 General Assembly to Section 4.1-204 of the Code of Virginia.

For new chapters, use this chart:

Section number	Proposed requirements	Other regulations and law that apply	Intent and likely impact of proposed requirements

Enter any other statement here