



## **Commission for Florida Law Enforcement Accreditation, Inc.**

P.O. Box 1489 ~ Tallahassee, FL 32302  
(800) 558-0218 ~ (850) 410-7200

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### MEMORANDUM

Date: October 5, 2023

From: R. Stacy Lehman, Executive Director

Subject: CFA Standards Manual IG Change Notice 2.14

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The following revisions were approved by the Commission at the October 5, 2023, meeting. They are effective as of that date. Agencies have one year to come into compliance with new or amended standards, unless otherwise directed by the Commission.

IG 8.03M

## **Record Retention**

### **IG8.03M**

A written directive establishes procedures for the storage, archival, and destruction of investigative records ~~storage, receipt, and archival of case file materials.~~

#### **I. Bullets**

#### **II. Proofs of Compliance**

- Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Destruction documentation. (Qty Initial: 1) (Qty Reaccred: 1 each year)
- Observation of storage and archival systems.
- Interviews.

#### **III. Required References**

Florida Records Retention Schedule GS1-SL and GS2

#### **IV. Assessor Guidelines**

#### **V. Accreditation Manager Notes**