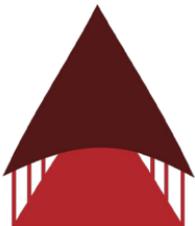




Florida Engineer Record Keeping & Record Retention

Committed to protecting the interest of public health and safety by properly regulating the practice of engineering.



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Two separate provisions in the Florida Administrative Code outline a licensee's requirements for records retention. They are 61G15-22.008, *Record Keeping*, which defines the retention of continuing education documentation and 61G15-30.009, *Retention of Engineering Documents*.

The first provision, *Record Keeping*, Rule 61G15-22.008, states, "***It is the Licensee's responsibility to maintain sufficient records to demonstrate completion of qualifying professional development hours for at least two licensure cycles or four years.***"

Remember that continuing education requirements of four hours in area of practice and four hours of Florida Laws and Rules need to be completed each biennium. Failure to complete the requirements set forth in Section 471.017(3), F.S. and Rule 61G15-22.001, F.A.C., could result in a reprimand and \$1000.00 fine or suspension of license until the licensee demonstrates compliance. Secondary or subsequent violations could result in possible revocation.

The second provision, Rule 61G15-30.009, *Retention of Engineering Documents*, states, "***At least one copy of all documents displaying the licensee's signature, seal, date and all related calculations shall be retained by the licensee or the licensee's employer for a minimum of three years from the date the documents were sealed. These documents shall be maintained in hardcopy or electronic format.***"

It is the licensee's responsibility to maintain a legitimate or negotiable copy of what was originally signed, sealed and dated, regardless of format. With advancements in technology and the move towards paperless environments, a licensee using electronic engineering documents should use every precaution to ensure that an offsite storage or disaster recovery plan is in place so that their obligation to this requirement can be met.

To view the statutes and rules in their entirety, go to our website at www.fbpe.org, and select *Statutes and Rules* under the *Legal* section. If you require further clarification of these rules or any other laws as it relates to the practice of engineering in the State of Florida, please feel free to contact the Board office at (850) 521-0500 and ask to speak to someone in the Legal department.



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