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June 17, 2010

TO: Law Enforcement Agencies

FROM: Deana Metcalf, Director *DM*  
Division of Administrative Services

SUBJECT: Short Form Crash Report Forms

House Bill 5501 passed during the 2010 Legislative session and modified Section 316.066, Florida Statutes, to require each Law Enforcement Agency to maintain Short Form crash reports at their agency and no longer submit to the Department of Highway Safety and Motor Vehicles. Long form crash reports must still be completed and submitted to the Department within 10 days after completing an investigation.

For crashes occurring on or after July 1, 2010, the Department will no longer accept or process paper short form crash reports. Since the Department will no longer be the official records custodian for short form crash reports, law enforcement agencies will be responsible for compliance with all applicable record retention requirements for their respective agency.

Law enforcement agencies that are submitting crash reports electronically may continue to submit short form crash reports to the Department. However, the law enforcement agency will be designated as the official records custodian and must comply with all applicable record retention requirements for their respective agency.

The Department will continue to be the official records custodian for long form crash reports and responsible for all applicable records retention requirements.

If you have any questions regarding these changes, please contact Jim Hage at (850) 617-3440 or [JimHage@flhsmv.gov](mailto:JimHage@flhsmv.gov).