

ITEM 6.4.5 | ARCHIVAL STORAGE OF ELECTRONIC DOCUMENTS

Electronic document systems must accommodate the need to archive documents in a manner that will guarantee accurate reproduction of the original content in the present system as well as future systems and their storage format changes. Archival storage requirements of content must comply with the current records retention policy. Each system must consider and address the challenges of delivering documents seamlessly as changes occur over time. Archival storage formats used must be able to meet long-term rendering requirements as well as have a method to meet ADA requirements/accommodations. An industry standard specifically developed for long-term archival purposes is PDF/A-2.

The Florida Supreme Court approved PDF/A-2 as the document storage format for electronic court documents in June 2019. Section 8 outlines the current document storage and backup of electronic records requirements.

