



Medical Examiners Commission Meeting

May 19, 2015

Bruce A. Hyma, M.D. • Sheriff Rick Beseler • Angela B. Corey, J.D. • Kenneth T. Jones
Wesley H. Heidt, J.D. • James S. Purdy, J.D. • Robin Giddens Sheppard, L.F.D.
Stephen J. Nelson, M.A., M.D., F.C.A.P. • Carol Whitmore

MEDICAL EXAMINERS COMMISSION MEETING

Hyatt Regency Jacksonville Riverfront

225 East Coastline Drive

Jacksonville, Florida 32202

May 19, 2015, 10:30 AM

Opening Remarks

Introduction of Commission Members and Staff

Approval of Meeting Agenda and Minutes from previous Commission Meeting of February 25, 2015

<u>ISSUE NUMBER</u>	<u>PRESENTER</u>
1. Informational Items:	
• District 14 Vacancy	Stephen J. Nelson, M.D.
• Upcoming Vacancy in District 9	Stephen J. Nelson, M.D.
• 2014 Interim Drugs in Deceased Persons Report	Kipp Heisterman
• 2014 Drugs in Deceased Persons Report	Kipp Heisterman
• 2014 Annual Workload Report	Kipp Heisterman
• 2014 Coverdell Grant	Kipp Heisterman
• 2015 Legislative Session	Jim Martin, J.D.
2. Reappointment Nominations for Districts 1, 2, 4, 5, and 6, and Assessments for Districts 3 and 7	Vickie Koenig
3. Retention of Medical Records	Stephen J. Nelson, M.D.
4. Search Committee Manual	Vickie Koenig
5. National Guard Mass Casualty/Fatality Exercise	Bruce A. Hyma, M.D.
6. Unidentified Deceased Initiative	Doug Culbertson
7. Violent Crime and Drug Control Council Medical Examiner Vacancy	Stephen J. Nelson, M.D.
8. 2015 FAME Educational Conference	Bruce A. Goldberger, Ph.D.
9. Other Business	
• District 9 Accreditation	Stephen J. Nelson, M.D.
• Kratom	Vickie Koenig

MEDICAL EXAMINERS COMMISSION MEETING

Florida Department of Law Enforcement
Tampa Bay Regional Operations Center
4211 North Lois Avenue
Tampa, Florida
February 25, 2015
10:30 AM

Chairman Stephen J. Nelson, M.D. called the meeting of the Medical Examiners Commission to order at **10:30 AM** at Florida Department of Law Enforcement/Tampa Bay Regional Operations Center, in Tampa, Florida. He welcomed everyone to the meeting and asked Commission members, staff, and audience members to introduce themselves.

Commission members present:

Stephen J. Nelson, M.A., M.D., District 10 Medical Examiner
Bruce A. Hyma, M.D., District 11 Medical Examiner
Robert J. Krauss, J.D., Chief Assistant Attorney General
Hon. James S. Purdy, J.D., Public Defender, 7th Judicial Circuit
Hon. Rick Beseler, Sheriff, Clay County
Robin Giddens Sheppard, L.F.D., Vice President/Funeral Director
Ken Jones, State Registrar, Department of Health
Hon. Carol Whitmore, R.N., County Commissioner
Hon. Angela B. Corey, J.D., State Attorney, 4th Judicial Circuit (via Conference Call)

Commission staff present:

Vickie Koenig
Kipp Heisterman

Doug Culbertson
Jim Martin, J.D.

District Medical Examiners present:

Barbara C. Wolf, M.D. (District 5)
Marie A. Herrmann, M.D. (District 7 & 24)
Mary Mainland, M.D. (District 13)
Marta U. Coburn, M.D. (District 20)

Jon R. Thogmartin, M.D. (District 6)
Russell S. Vega, M.D. (District 12)
Michael D. Bell, M.D. (District 15)

Other District personnel present:

Jeff Martin (District 1)
Noel A. Palma, M.D. (District 6)
Jay Cappol (District 13)
Brett Harding (District 5)
Kim Bynum (District 4)
Robert Pfalzgraf, M.D. (District 21)
David Winterhalter (District 12)

Richard Bailey (District 13)
Lindsey Crim (District 7&24)
Lindsey Bayer (District 5)
Bill Pellan (District 6)
Cathy Weldon (District 8)
Chris Boden (District 17)

Guests present:

Rebecca Sayer
Jason Woody

Wesley Heidt, J.D.
James Rosa

Jon Crisler
Andrew Mullins
Bruce A. Goldberger, Ph.D.
Ricardo Camacho
Susan Rukel
Larry Cochran
Laurie Ripp
Branch Ocampo
Daniel L. Schultz, M.D.
Mark Strong
Linda Sullivan

Vaughn Thornton
Linda McCluskey
Dayong Lee
Chris Bronaugh
Liz Lehr
Betty McEntire, Ph.D.
Erin H. Kimmerle, Ph.D.
Nick Waite
Jean Hess
Nancy Williams

A MOTION WAS MADE, SECONDED, AND PASSED UNANIMOUSLY FOR THE COMMISSION TO APPROVE THE AGENDA.

A MOTION WAS MADE, SECONDED, AND PASSED UNANIMOUSLY FOR THE COMMISSION TO APPROVE THE MINUTES OF THE DECEMBER 4, 2014, MEDICAL EXAMINERS COMMISSION MEETING.

ISSUE NUMBER 1: ELECTION OF CHAIRMAN

Ms. Koenig asked for nominations for the election of chairman to the Medical Examiners Commission.

MR. KRAUSS MADE A MOTION NOMINATING STEPHEN J. NELSON, M.D. AS CHAIRMAN AND MR. PURDY SECONDED.

A MOTION WAS MADE, SECONDED AND PASSED UNANIMOUSLY TO CLOSE NOMINATIONS.

A MOTION WAS MADE, SECONDED, AND PASSED UNANIMOUSLY ELECTING STEPHEN J. NELSON, M.D. AS CHAIRMAN.

ISSUE NUMBER 2: INFORMATIONAL ITEMS

- Status Update: Reappointments for Districts 18 through 24 – Ms. Koenig reported that all reappointments were made effective February 25, 2015 and the Governor's Office was notifying each district.
- Status Update: District 4 – Ms. Koenig reported that the Governor's Appointments Office contacted her regarding District 14 Medical Examiner Michael Hunter, M.D.'s resignation and his subsequent withdrawal from consideration for the position in District 4. Ms. Koenig explained that District 4 was once again due for reappointment, and that the Appointments Office will proceed with the triennial process at this time.

- Status Update: Appointment for District 16 – Ms. Koenig announced that the Governor's Office appointed Thomas R. Beaver, M.D. as the District 16 Medical Examiner effective February 25, 2015.
- Reappointments/Assessments Process for Districts 1 through 7 – Ms. Koenig reported that surveys and assessments for these districts had been sent via email to all constituents in these districts, and that reminders would be sent out periodically.
- District 14 Vacancy – Ms. Koenig reported that District 14 Medical Examiner Michael Hunter, M.D., had tendered his resignation effective March 20, 2015, as he has accepted the position of Chief Medical Examiner in San Francisco, California. The State Attorney for the 14th Judicial Circuit has already begun the process of putting together a search committee.
- New Attorney General Representative on MEC – Ms. Koenig reported that staff received a letter from Attorney General Pam Bondi designating Assistant Attorney General Wesley Heidt as her representative on the MEC. Mr. Heidt, Bureau Chief of Criminal Appeals in the Daytona Beach office, will replace Mr. Bob Krauss, who is retiring in May.
- 2014 Interim Drugs Identified in Deceased Persons Report – Mr. Heisterman informed the Commission that all of the data for the interim report had been received, and was being reviewed by the Quality Assurance Committee. Dr. Vega said that he would check on the status of any outstanding Quality Assurance Committee data under review as soon as he returned to the office.
- Bills Filled for the 2015 Legislative Session – Mr. Martin reported on the following bills of interest:

House Bill 287 and Senate Bill 764 "Relating to Controlled Substances" These bills amend section 893.03, relating to controlled substances, and add Kratom to the list of controlled substances.

House Bill 243 and Senate Bill 640 "Relating to Vital Statistics" These bills amend section 382 by revising provisions relating to records of final dispositions of dead bodies; requiring maintenance of records for a specified period; requiring electronic filing of death and fetal death certificates with the department or local registrar; authorizing certain legally authorized persons to provide personal data about the deceased; and adding a definition of a "burial transit permit".

Senate Bill 706 This bill is a reviser's bill to omit all laws which grant duplicative rulemaking authority. The bill proposes to delete the provisions of section 406.11(3) that allows the MEC to adopt rules incorporating by reference the practice guidelines relating to examinations, investigations and autopsies by medical examiners. The MEC already has sufficient rulemaking authority under section 406.04.

House Bill 809 and Senate Bill 988 "Anatomical Gifts" This bill amends section 765 authorizing a person to make anatomical gift of all or part of his or her body by registering with First Person Consent organ and tissue donor registry during application for driver license, driver license renewal, or ID card; requires DHSMV to develop and issue brochure explaining such registry; requires DHSMV to establish registry and maintain physical or electronic record of such registry; authorizes individual to revise or withdraw consent to be

listed in such registry; authorizes DHSMV to establish additional methods by which person may have his or her name included in such registry; authorizes specified representatives to ask DHSMV whether potential organ donor's name is included in such registry.

Liz Lehr expressed concern with HB 809 and SB 988 saying that the system in place already works, and that there is no need to change anything.

Commissioner Whitmore asked if there should be a motion made directing MEC staff to draft a letter to the sponsor of HB 809 and SB 988 on behalf of the MEC opposing the bill.

A MOTION WAS MADE, SECONDED, AND PASSED UNANIMOUSLY DIRECTING STAFF TO DRAFT A LETTER FOR THE MEC CHAIR'S SIGNATURE OPPOSING HB 809 and SB 988.

House Bill 4041 "Cannabis" This bill removes cannabis from the schedule of controlled substances.

ISSUE NUMBER 3: ORGAN PROCUREMENT ORGANIZATION ANNUAL REPORT 2014

Mr. Larry Cochran, Assistant Executive Director of LifeQuest Organ Recovery Services in Gainesville, presented the Organ Procurement Report for 2014. Mr. Cochran reported that there were five (5) denials from medical examiners for partial organ donation. Mr. Cochran noted that the cooperation with Florida's medical examiners was still outstanding, and that all of the organ procurement organizations were pleased with their relationship with the districts.

Dr. Nelson asked about the five denials. Mr. Cochran said that the new director of Life Alliance Organ Recovery Agency at the University of Miami was newly hired and apparently not very familiar with Florida's system and that he was still trying to establish relationships with the districts in his region. Dr. Hyma agreed with that interpretation and further stated that they have worked through this matter to an amicable resolution for the future. Dr. Nelson stated that given the circumstances of the denials, they should not be considered denials as the request organs for transplant displayed traumatic injuries and weren't likely to actually be transplanted. It was the fact that the medical examiner denied the recovery agency that resulted in the organ recovery agency counting that denial against them. There was a discussion, and all of the districts present agreed that the five cases should not be counted as denials since the organs in question were unsuitable for transplant due to the cause of death.

ISSUE NUMBER 4: COVERDELL GRANT INCLUDING 2015 PROPOSALS

Mr. Heisterman informed the Commission that we currently have three Coverdell Grant cycles; 2013, 2014, and 2015. The 2013 grant is currently in the residual phase, and that all districts were notified of residual fund availability. He asked that those districts approved to receive residual funds, to please return the signed MOUs and budget amendments.

Award letters for the 2014 grant have been sent to all districts requesting funds, and staff is awaiting reimbursement requests. Mr. Heisterman asked that all reimbursement requests be submitted by May 1, 2015.

Staff received proposals from 13 districts for the 2015 grant period. Those districts requested funds totaling \$63,963.84; however, there is only \$38,570 available in the grant. The average per district requesting funding is less than \$3,000. Mr. Heisterman recommends that any district requesting less than \$2,966.92 average be given those funds. The remainder will be divided among the other districts; the one exception is a district that requested \$8,000. This district will need to resubmit a request for \$3,341.70.

Commissioner Purdy asked about the districts who had relinquished funds in the past, and Dr. Nelson advised that none of those districts applied this time. Mr. Purdy then asked about the previous idea to have districts present their priority proposals. Dr. Nelson said that would require Commission approval. Dr. Nelson praised Mr. Heisterman that he had made this year's process very equitable, and while some districts did not get everything that they asked for, all of the districts requesting money got something. In the future, the districts should submit their requests prioritized so the Commission would know their preferences in determining the distribution of grant funds.

A MOTION WAS MADE, SECONDED, AND PASSED UNANIMOUSLY TO ACCEPT STAFF'S PROPOSAL AS PRESENTED.

ISSUE NUMBER 5: MASS FATALITY PLANS

Dr. Nelson reminded everyone that Florida's annual hurricane season (June through November) is approaching, and that all districts should check to make sure that their mass fatality plans are up to date.

ISSUE NUMBER 6: SERVICE CONNECTED CONDITIONS LISTED ON DEATH CERTIFICATES AND IMPACT ON SURVIVORS

Mr. Ken Jones informed the Commission that the Department of Health, at the request of the Department of Veteran's Affairs, has developed a procedure that would ensure a veteran with a service related disability or illness would have that disability or illness noted in a database so that it would be listed on the death certificate.

ISSUE NUMBER 7: UNIDENTIFIED DECEASED INITIATIVE

Mr. Culbertson informed the Commission and those in attendance that there were a total of three success stories to report; one in District 10, and two in District 15. All of these unidentified decedents were identified through DNA samples sent to the University of North Texas.

Mr. Culbertson introduced Erin H. Kimmerle, Ph.D., Associate Professor of Anthropology, University of South Florida. Dr. Kimmerle is in charge of the ongoing investigation at the former Dozier School for Boys in Jackson County, Florida.

Dr. Kimmerle presented a proposal to develop a state-wide program to help law enforcement and medical examiners solve cold cases (unsolved homicides) in Florida. A significant portion of these cases include missing, endangered, and unidentified persons. Moreover, it is estimated that fewer than 20% of agencies have protocols to manage and re-investigate long term open cases (Davis et al. 2011). Dr. Kimmerle said that it is vital to solve these cases for

the families and victims who have been denied justice for so many years. A planned policy approach to manage resources for these cases, combined with the scientific innovation and new tools that can be applied to older cases has very positive and successful outcomes. Building on the success of a consortium in the Tampa Bay area dedicated to working together on cold case issues, this program seeks to incorporate agencies throughout the state to help bring those resources to the wider law enforcement and medico-legal communities of Florida.

ISSUE NUMBER 8: 2015 FAME EDUCATIONAL CONFERENCE

Dr. Goldberger reported to MEC members and those in the audience of the 42nd annual Florida Association of Medical Examiners (FAME) Educational Conference will be held in Daytona Beach Shores. The theme will be “*Selected Topics for Florida Medical Examiners and Death Investigators*”. The conference will be held July 15-17, 2015 at The Shores Resort & Spa, 2637 South Atlantic Avenue, Daytona Beach Shores. Dr. Marie Herrmann from Districts 7 and 24 is the host of this years' conference.

ISSUE 9: HANDLING OF HUMAN REMAINS INFECTED WITH VIRAL HEMORRHAGIC FEVERS

Dr. Nelson informed everyone that the final version of procedures for the Handling of Human Remains Infected with Viral Hemorrhagic Fevers is now available, and can be found on the MEC website. This project was a joint venture of the Florida Medical Examiners Commission, the Florida Emergency Mortuary Operations Response System (FEMORS) and the Florida Department of Health.

ISSUE 10: RESOLUTION MR. BOB KRAUSS, J.D.

Dr. Nelson read the following resolution for MEC member Bob Krauss, who will be retiring in May from the Florida Attorney General's Office:

WHEREAS, “*The Medical Examiners Act*”, Florida Statutes Chapter 406, created the Medical Examiners Commission by its legislative enactment in 1970 and,

WHEREAS, the Medical Examiners Commission plays a vital role in support of Florida's criminal justice system, in service to the families of the deceased by determining both the cause and the manner of death, and by protecting the public health of the citizens of Florida and,

WHEREAS, Bob Krauss was appointed to the Medical Examiners Commission in 1997, representing Florida's Attorney General on the Commission and during the past 18 years, he has only missed two meetings of the Medical Examiners Commission,

WHEREAS, as the result of Bob Krauss' keen insight and highly regarded judgment concerning the most critical of medical examiner activities posed within Florida, Mr. Krauss was frequently called upon by the Medical Examiners Commission Chairman to participate in both ad hoc committees and probable cause panels which have dealt with matters of the utmost importance to the Medical Examiners Commission and,

WHEREAS, Bob Krauss has not only earned the reputation as being an invaluable resource for the Medical Examiners Commission, but he has, above all, earned the reputation as being considerate, intelligent, and meticulous and,

WHEREAS, Bob Krauss' appreciation for good food and drink has been an inspiration to all who have had the pleasure of knowing him, and dining with him,

NOW THEREFORE, be it resolved that the Medical Examiners Commission, on behalf of the Florida Department of Law Enforcement, Florida's medical-legal community, and the citizens of our State for whom he served so capably, does hereby recognize and commend Bob Krauss for his tireless dedication, his exemplary service and the invaluable guidance he has proffered to Florida's district medical examiner system in his service representing the Attorney General of Florida on the Medical Examiners Commission.

PASSED AND RECORDED, in the official minutes of the Medical Examiners Commission meeting on this Wednesday, the 25th day of February, 2015, in Tampa, Hillsborough County, Florida.

Mr. Krauss thanked everyone, and said in his thirty years with the Attorney General's Office, that the Medical Examiners Commission has been the highpoint of his career.

ISSUE NUMBER 11: OTHER BUSINESS

- Dr. Nelson congratulated District 6 Medical Examiner Jon Thogmartin, M.D. for his district's reaccreditation by the National Association of Medical Examiners (NAME).
- Dr. Nelson congratulated District 11 Medical Examiner Bruce Hyma, M.D., for being awarded the American Academy of Forensic Sciences (AAFS) Milton Helpert, M.D. Award for Outstanding (Lifetime) Contributions to Forensic Pathology.
- Dr. Nelson read the following posthumous resolution for Philip Jay Levine, D.D.S.

WHEREAS, "The Medical Examiners Act", Florida Statutes Chapter 406, created the Medical Examiners Commission by its legislative enactment in 1970 and,

WHEREAS, the Medical Examiners Commission plays a vital role in support of Florida's criminal justice system, in service to the families of the deceased by determining both the cause and the manner of death, and by protecting the public health of the citizens of Florida and,

WHEREAS, Philip Jay Levine, DDS graduated from Murphy High School in 1951, received his BA from Vanderbilt University, his Masters from George Peabody College, and his Doctorate of Dentistry from the University of Tennessee, and

WHEREAS, Dr. Levine was a Board Certified Forensic Odontologist, was an instructor and acting Biology Department Chairman at Athens College, and also served as an instructor in the department of dental hygiene at Pensacola Junior College from 1964 to 1981, and

WHEREAS, *Dr. Levine was a board member of the American Dental Association, American Association of Forensic Sciences, Florida Association of Medical Examiners, Pensacola Interstate Fair, American Cancer Society, American Heart Association, Alabama Peace Officers Association, as well as many other medical and civic organizations, and*

WHEREAS, *Dr. Levine was honored posthumously by the American Academy of Forensic Sciences at their annual meeting February 16-21, 2015, in Orlando, Florida and received the Lester L. Luntz, DDS Award presented by the Academy's Odontology Section,*

NOW THEREFORE, *be it resolved that the Medical Examiners Commission, on behalf of the Florida Department of Law Enforcement, Florida's medical-legal community, and the citizens of our State for whom he served so capably, does hereby posthumously recognize and commend Philip Jay Levine, DDS for his tireless dedication, his exemplary service and the invaluable guidance he has proffered to Florida's district medical examiner system, and to the citizens of Florida.*

PASSED AND RECORDED, *in the official minutes of the Medical Examiners Commission meeting on this Wednesday, the 25th day of February, 2015, in Tampa, Hillsborough County, Florida.*

With no further business to come before the Commission, the meeting was adjourned at 12:25 P.M.



RECEIVED

APR 17 2015

Office of the State Attorney
Fourteenth Judicial Circuit of Florida
In and For Bay, Calhoun, Gulf, Holmes, Jackson, and Washington Counties

**Medical Examiners
Commission**

Glenn Hess
State Attorney

In Reply Refer to:
421 Magnolia Avenue
Panama City, FL 32402
850-872-4473
850-872-5863 (Fax)

April 14, 2015

Stephen J. Nelson, M.A., M.D., F.C.A.P.
Chairman, Medical Examiners Commission
Post Office Box 1489
Tallahassee, Florida 32302-1489

Dear Dr. Nelson:

The following persons have agreed to serve on the Medical Examiner Search Committee for the Fourteenth Circuit:

1. State Attorney's Office – Larry Basford
2. Public Defender – Herman Laramore
3. Bay County Sheriff's Office – Tommy Ford
4. Police Department – Tom McCarthy
5. County Commissioners – Terrell Arline
6. Funeral Home – Greg Brudnicki
7. Medical Community – Dr. Ingrid Rachesky
8. Medical Examiners Commission – Dr. Stephen J. Nelson

A request for applications is being sent out, and I hope to schedule a meeting in May.

Best Wishes,

A handwritten signature in blue ink that reads "Glenn Hess".

Glenn Hess
State Attorney

kjw

Medical Examiner Search Committee

<u>Office</u>	<u>Representative</u>	<u>Telephone No</u>
Medical Examiners Commission	Dr. Stephen J. Nelson	850-410-8609 office 863-557-0347 cell
State Attorney	Larry Basford	850-872-4473 office 850-832-5510 cell
Public Defender	Herman Laramore	850-482-9366 office 850-573-6943 cell
Bay County Sheriff's Office	Maj. Tommy Ford	850-747-4700 office 850-258-7999 cell
Police Department	Dep. Chief Tom McCarthy	850-872-3100 office 850-381-0513
County Commissioner	Terrell Arline	850-248-8187 office
Funeral Home	Greg Brudnicki	850-596-2039 cell
Medical Community	Dr. Ingrid Rachesky	850-769-1481 office 850-866-3311 cell

From: Jan.Garavaglia@ocfl.net [mailto:Jan.Garavaglia@ocfl.net]
Sent: Tuesday, April 21, 2015 5:27 PM
To: StephenNelson@polk-county.net
Cc: Turvaville, Debbie
Subject: Resignation of District 9

Stephen J. Nelson
Chairman, Medical Examiner Commission
State of Florida

Dear Steve,

This is to inform you that Orange County government has accepted my resignation letter and I will be retiring as chief medical examiner of Orange and Osceola counties, in which capacity I serve as the district medical examiner for the 9th district of Florida. This will be effective June 3, 2015. Jeff Ashton has informed me that you have already contacted him to head the search committee.

Cordially,

Jan C. Garavaglia, M.D.
District 9 Medical Examiner
2350 East Michigan Street
Orlando, Florida 32806

PLEASE NOTE: Florida has a very broad public records law (F. S. 119). All e-mails to and from County Officials are kept as a public record. Your e-mail communications, including your e-mail address may be disclosed to the public and media at any time.

MEC Bills of Interest - 2015 Legislative Session

Bills That Passed:

House Bill 243 "Relating to Vital Statistics" This bill amends section 382 by revising provisions relating to records of final dispositions of dead bodies; requires maintenance of records for a specified period; requires electronic filing of death and fetal death certificates with the department or local registrar; authorizes certain legally authorized persons to provide personal data about the deceased; and adds a definition of a "burial transit permit". If signed by the Governor, this law becomes effective July 1, 2015.

Senate Bill 706 "Reviser's Bill" This bill omits all laws which grant duplicative rulemaking authority. The bill deletes the provisions of section 406.11(3) that allows the MEC to adopt rules incorporating by reference the practice guidelines relating to examinations, investigations and autopsies by medical examiners. Since the MEC already had sufficient rulemaking authority under section 406.04, this law deletes the duplicative rule making authority in section 406.11(3). This law is effective 60 days after the adjournment of the 2015 Legislative Session (Chapter 2015-4, Laws of Florida).

House Bill 897 "Controlled Substances" This bill amends section 893.03 by adding the following 5 substances to the Schedule I list of controlled substances. This legislation is effective upon signature of the Governor.

- AB-CHMINACA: N-[1-(aminocarbonyl)-2-methylpropyl]-1-306 (cyclohexylmethyl)-1H-indazole-3-carboxamide.
- FUB-PB-22: Quinolin-8-yl-1-(4-fluorobenzyl)-1H-308 indole-3-carboxylate.
- Fluoro-NNEI: 1-(Fluoropentyl)-N-(naphthalen-1-yl)-1H-310 indole-3-carboxamide.
- Fluoro-AMB: Methyl 2-(1-(fluoropentyl)-1H-indazole-3 carboxamido)-3-methylbutanoate.
- THJ-2201: [1-(5-Fluoropentyl)-1H-indazol-3-yl] (naphthalen-1-yl)methanone.

House Bill 985 "Maintenance of Agency Final Orders" Requires agencies to electronically transmit certain agency final orders to centralized electronic database maintained by DOAH; provides that centralized electronic database is official compilation of final orders issued on or after certain date for each agency. If signed by the Governor, this law becomes effective July 1, 2015.

Bills That Did Not Pass:

House Bill 809 and Senate Bill 988 "Anatomical Gifts" This bill amends section 765 authorizing a person to make anatomical gift of all or part of his or her body by registering with First Person Consent organ & tissue donor registry during application for driver license.

House Bill 287 and Senate Bill 764 "Relating to Controlled Substances" These bills amend section 893.03, relating to controlled substances, and add Kratom to the list of controlled substances.

House Bill 4041 and Senate Bill 1294 "Cannabis" This bill removes cannabis from the schedule of controlled substances.

House Bill 1115 and Senate Bill 1482 "Cold Case Task Force" This bill creates a task force within the Department of Law Enforcement; specifying membership of the task force; prescribing duties of the task force; requiring the task force to submit a report to the Governor and the Legislature by a specified date; providing for expiration of the task force.

DISTRICT 1 REAPPOINTMENT - DR. MINYARD

	Favorable	Non-Favorable	No Opinion	No Response
Public Defender's Office 1st Judicial Circuit			X	
State Attorney's Office 1st Judicial Circuit	X			
Escambia Board of County Commissioners				X
Okaloosa Board of County Commissioners			X	
Santa Rosa Board of County Commissioners	X			
Walton Board of County Commissioners	X			
Escambia County Sheriff's Office	X			
Okaloosa County Sheriff's Office	X			
Santa Rosa County Sheriff's Office	X			
Walton County Sheriff's Office	X			
Crestview Police Department	X			
DeFuniak Springs Police Department			X	
Escambia County Environmental Enforcement Office				X
Fort Walton Police Department	X			
Gulf Breeze Police Department	X			
Milton Police Department	X			
Niceville Police Department	X			
Pensacola Police Department	X			
Shalimar Police Department				X
Valparaiso Police Department	X			
Bayview Fisher-Pou Chapel, Eastern Gate Memorial Funeral				X
Benboe Funeral Home	X			
Brackney Funeral Service				X
Clary-Glenn Funeral Home - Joel & Paula Glenn	X			
Emerald Coast Funeral Home				X
Faith Chapel Funeral Home				X
Family Funeral & Cremation	X			
Harper-Morris Memorial Chapel	X			
Heritage Gardens Funeral Home & Cemetery	X			
Jackson-McMurray Funeral Services				X
Jay Funeral Home				X
Jerry Evans Funeral Home	X			
Joe Morris & Son Funeral Home				X
Lewis Funeral Home				X
Lewis Funeral Home Pace Chapel				X
McKinnie Funeral Home				X
McLaughlin Mortuary				X
McLaughlin Twin Cities Funeral Home				X
Park Funeral Home				X
Pensacola Memorial Gardens & Funeral Home	X			
Reed's Funeral Home	X			
Rose Lawn Funeral Home of Gulf Breeze				X
Tracy Morton Memorial Chapel	X			
Trahan Mortuary Services				X
Waters & Hibbert Funeral Home				X
Whitehurst-Powell Funeral Home				X
Escambia and Santa Rosa County Medical Society			X	
Okaloosa County Medical Society	X			
Walton County Medical Society				X
LifeQuest	X			

DISTRICT 2 REAPPOINTMENT - DR. STEWART

	Favorable	Non-Favorable	No Opinion	No Response
Public Defender's Office 2nd Judicial Circuit	X			
State Attorney's Office 2nd Judicial Circuit	X			
Public Defender's Office 3rd Judicial Circuit (Payne-Taylor Co.)	X			
State Attorney's Office 3rd Judicial Circuit (Seigmeister-Taylor)			X	
Franklin Board of County Commissioners	X			
Gadsden Board of County Commissioners	X			
Jefferson Board of County Commissioners	X			
Leon Board of County Commissioners	X			
Liberty Board of County Commissioners	X			
Taylor Board of County Commissioners	X			
Wakulla Board of County Commissioners	X			
Franklin County Sheriff's Office	X			
Gadsden County Sheriff's Office	X			
Jefferson County Sheriff's Office	X			
Leon County Sheriff's Office	X			
Liberty County Sheriff's Office	X			
Taylor County Sheriff's Office	X			
Wakulla County Sheriff's Office	X			
Apalachicola Police Department				X
Carrabelle Police Department	X			
Chattahoochee Police Department	X			
Gretna Police Department	X			
Havana Police Department	X			
Midway Police Department	X			
Monticello Police Department				X
Perry Police Department				X
Quincy Police Department				X
Tallahassee Police Department	X			
Abbey Funeral Home & Tallahassee Memory Gardens	X			
Adams Funeral Home Branch Chapel	X			
Americare Funeral & Cremation; Bevis Colonial Funeral Home; Bevis Funeral Home of Bristol				X
Beggs Funeral Home - Perry Chapel				X
Bevis Funeral Home & Crematory Harvey-Young Chapel				X
Bradwell Mortuary				X
Charles K. McClellan Funeral Home	X			
Crawford & Moultry				X
Culley's Meadowood Funeral Home				X
Evan Funeral Home				X
Evans-Walker Funeral Home				X
Fairchild Funeral Home	X			
Faith Funeral Home				X
Hagan & Bradwell Funeral Service				X
Ivy Funeral Home				X
Joe P. Burns Funeral Home	X			
Redd & Hall Mortuary				X
Strong & Jones Funeral Home				X
Tillman Funeral Home - Monticello	X			
Tillman Funeral Home - Tallahassee	X			
Trusted Funeral Plans				X
Williams Funeral Home				X
Capital Medical Society	X			

DISTRICT 3 ASSESSMENT - DR. RAO				
	Favorable	Non-Favorable	No Opinion	No Response
Public Defender's Office 3rd Judicial Circuit			X	
State Attorney's Office 3rd Judicial Circuit	X		X	
Columbia Board of County Commissioners	X			
Hamilton Board of County Commissioners			X	
Columbia County Sheriff's Office			X	
Hamilton County Sheriff's Office	X			
Jasper Police Department				X
Jennings Police Department				X
Lake City Police Department	X			
White Springs Police Department	X			
Dees-Parrish Family Funeral Home - Columbia				X
Eric A. Brown & Son Funeral Home - Hamilton				X
Forbes Funeral Home - Columbia				X
Gateway-Forest Lawn Funeral Home & Crematory - Columbia				X
Guerry Funeral Home - Columbia	X			
Harry T. Reid Funeral Home - Hamilton				X
ICS Cremation & Funeral Home - Columbia	X			
Mizell Funeral Home - Columbia				X
LifeQuest	X			

DISTRICT 3 ASSESSMENT - DR. STEWART

	Favorable	Non-Favorable	No Opinion	No Response
Public Defender's Office 3rd Judicial Circuit	X			
State Attorney's Office 3rd Judicial Circuit			X	
Lafayette Board of County Commissioners	X			
Madison Board of County Commissioners	X			
Suwannee Board of County Commissioners			X	
Lafayette County Sheriff's Office	X			
Madison County Sheriff's Office	X			
Suwannee County Sheriff's Office	X			
Live Oak Police Department				X
Madison Police Department				X
Beggs Funeral Home - Madison Chapel				X
Bennie L. Thomas Funeral Home - Suwannee				X
Charles T. Hall Funeral Home - Suwannee				X
Cooks & Cooper Funeral Home - Madison				X
Daniels Funeral Home & Crematory - Suwannee				X
Douglas M. Udell Funeral Home - Suwannee				X
Ganzy Funeral Home - Madison				X
Harris Funeral Home - Suwannee				X
Joe P. Burns Funeral Home-Lafayette & Madison				X
Madison County Memorial Hospital	X			
LifeQuest	X			

LifeQuest	X			

DISTRICT 4 REAPPOINTMENT - DR. RAO

	Favorable	Non-Favorable	No Opinion	No Response
Public Defender's Office 4th Judicial Circuit			X	
State Attorney's Office 4th Judicial Circuit	X			
Clay Board of County Commissioners				X
City of Jacksonville - City Council	X			
Nassau Board of County Commissioners	X			
Clay County Sheriff's Office		X		
Jacksonville Sheriff's Office	X			
Nassau County Sheriff's Office	X			
Atlantic Beach Police Department	X			
Fernandina Beach Police Department	X			
Green Cove Springs Police Department		X		
Jacksonville Beach Police Department	X			
Neptune Beach Police Department	X			
Orange Park Police Department			X	
A. B. Coleman Mortuary				X
Aaron & Burney Bivens Funeral Home				X
Alphonso West Mortuary				X
Arlington Park Funeral Home				X
Broadus-Raines Funeral Home				X
Buggs-Bellamy Funeral Services				X
C. L. Page Funeral Home				X
Carthage Chapel Funeral Home				X
Cedar Bay Funeral Home			X	
Corey-Kerlin Funeral Home - Cesery Blvd., Jax	X			
Corey-Kerlin Funeral Home - Rowe Ave., Jax	X			
Eternity Svcs; Eternity Funeral Home & Cremations Nassau				X
Fraser Funeral Home				X
Funerals by T. S. Warden				X
George H. Hewell & Son Funeral Home				X
George H. Hewell & Son Funeral Home				X
Giddens-Pine Funeral Home				X
Green Pine Funeral Home	X			
Hardage-Giddens Rivermead Funeral Home; Helm-Gallagher Funeral Home & Cemetery; Beaches Chapel by Helm Gallagher; Hendricks Avenue Funeral Home				X
Harris Mortuary				X
Harry Brown Funeral Directors & Cremation Service				X
Helm-Gallagher Funeral Home & Cremation Services				X
Hillman-Pratt & Walton Funeral Home				X
Holmes-Glover-Solomon Funeral Directors	X			
J. E. Fralin & Sons Funeral & Cremation Services				X
Jacksonville Memory Gardens				X
Jones-Gallagher Funeral Home				X
Lampkins Patterson Cremation Funeral Service				X
Marion Graham Mortuary				X
McKinney Family Funeral Home				X
Nassau Funeral Home				X
Naugle Schnauss Funeral Home & Cremation Services				X
Neptune Society Management				X
Oxley-Heard Funeral Directors				X
Peoples Family Funeral Home				X
Phillips Mortuary				X

Prestwood Funeral Home				X
Q. L. Douglas Funeral Home				X
Quinn-Shalz A. Family Funeral Home				X
Ross Family Mortuary				X
Russell Haven of Rest Cemetery & Funeral Home				X
Sarah L. Carter's Funeral Home				X
Weston's Mortuary				X
Clay & Nassau County Medical Society			X	
Duval County Medical Society			X	
LifeQuest	X			

DISTRICT 5 REAPPOINTMENT - DR. WOLF

	Favorable	Non-Favorable	No Opinion	No Response
Public Defender's Office 5th Judicial Circuit			X	
State Attorney's Office 5th Judicial Circuit	X			
Citrus Board of County Commissioners	X			
Hernando Board of County Commissioners	X			
Lake Board of County Commissioners	X			
Marion Board of County Commissioners	X			
Sumter Board of County Commissioners	X			
Citrus County Sheriff's Office	X			
Hernando County Sheriff's Office	X			
Lake County Sheriff's Office	X			
Marion County Sheriff's Office	X			
Sumter County Sheriff's Office	X			
Astatula Police Department				X
Bellevue Police Department				X
Brooksville Police Department	X			
Center Hill Police Department				X
Clermont Police Department	X			
Dunnellon Police Department				X
Eustis Police Department	X			
Fruitland Police Department	X			
Groveland Police Department	X			
Howey-In-The-Hills Police Department				X
Lady Lake Police Department	X			
Leesburg Police Department	X			
Mascotte Police Department	X		X	
Mount Dora Police Department	X			
Ocala Police Department	X			
Tavares Police Department	X			
Umatilla Police Department				X
Webster Police Department				X
Wildwood Police Department	X			
Allen J. Harden Funeral Home				X
Allen J. Harden Funeral Home; Roberts Funeral Home; Roberts Funeral Home-Bruce Chapel East/West				X
Anderson-Hence Funeral Home	X			
Baldwin Brothers Memorial Care Services				X
Banks Page-Theus Funeral Home	X			
Becker Funeral Home				X
Beyers Funeral Home - Lady Lake				X
Beyers Funeral Home - Leesburg				X
Beyers Funeral Home - Umatilla				X
Brewer & Sons Funeral Home & Cremation Services				X
Brown Funeral Home				X
Brown Memorial Funeral Home & Cremation Services	X			
Cason Funeral & Cremation Services				X
Charles E. Davis Funeral Home				X
Clermont Family Funeral Home				X
Countryside Funeral Home	X			
Cunningham Funeral Home				X
Downing Funeral Home & Cremation Services				X
Eastside Funeral Home				X
Fero Funeral Home w/Crematory; Wilder Funeral Home; Turner Funeral Home Crematory & Cemetery; Forest Lawn Funeral Home				X

Floyd's Funeral Home				X
Hadley-Brown & Paulk Funeral Home				X
Hamlin & Hilbish Funeral Directors				X
Harden-Pauli Funeral Home	X			
Hayes Brothers Funeral Home				X
Heinz Funeral Home & Cremation				X
Heirs-Baxley Funeral Services - Belleview Funeral Home				X
Hiers-Baxley Funeral Services - The Villages	X			
Hiers-Baxley Funeral Services - Ocala	X			
Hiers-Baxley Timber Ridge Chapel	X			
Hooper Funeral Home & Crematory				X
Jacobs Funeral Home				X
Loomis Funeral Home				X
Merritt Funeral Home; Merritt Funeral Home-Spring Hill Chapel	X			
Neptune Society Management				X
New Serenity Memorial Funeral & Cremation Services				X
Page-Theus Funeral Home & Cremation Services				X
Pinecrest Funeral Chapel				X
Purcell Funeral Home				X
Rocker-Cusack Mortuary				X
Sellers Funeral Home				X
Snow's Funeral Ministry & Cremation Services				X
Steverson Hamlin & Hilbish Funeral Home	X			
Strickland Funeral Home	X			
Summers Funeral Home				X
Hernando County Medical Society	X			
Lake & Sumter County Medical Society	X			
Marion County Medical Society	X			
LifeLink	X			
LifeQuest	X			
TransLife	X			

DISTRICT 6 REAPPOINTMENT - DR. THOGMARTIN

	Favorable	Non-Favorable	No Opinion	No Response
Public Defender's Office 6th Judicial Circuit	X			
State Attorney's Office 6th Judicial Circuit	X			
Pasco County Fire Rescue	X			
Pinellas Board of County Commissioners	X			
Pasco County Sheriff's Office	X			
Pinellas County Sheriff's Office	X			
Belleair Police Department	X			
Clearwater Police Department	X			
Dade City Police Department	X			
Gulfport Police Department	X			
Indian Shores Police Department	X			
Kenneth City Police Department				X
Largo Police Department	X			
New Port Richey Police Department	X			
Pinellas Park Police Department	X			
Port Richey Police Department				X
St. Petersburg Police Department	X			
Tarpon Springs Police Department	X			
Treasure Island Police Department	X			
Zephyrhills Police Department	X			
Abbey Affordable Cremation & Funeral Service				X
Alifetribute Funeral Care; Anderson McQueen Funeral Home; E. James Reese Funeral Home & Crematory	X			
Ambassador Mortuary Service				X
Coastal Cremations & Funeral Care	X			
Creal Funeral Home				X
Curlew Hills Funeral Home	X			
Dallas & Davis Funeral Services				X
David C. Gross Funeral Home; David C. Gross Funeral Home Beth David Chapel; Davis C. Gross Funeral Home & Cremation Center				X
Dobies Funeral Home; Dobies Funeral Home & Crematory; Thomas B. Dobies Funeral Home; Dobies Funeral Home				X
E. Dale Gunter Funeral Home	X			
Faupel Funeral Home				X
Gee & Sorensen Funeral Home & Cremation Services	X			
Grace Memorial Gardens & Funeral Home				X
Hodges Family Funeral Home				X
Holloway Funeral Home				X
Hubbell Funeral Home	X			
Lawson Funeral Home & Cremation Services				X
Lewis W. Mohn Funeral Home				X
Loyless Funeral Home				X
McRae Funeral Services				X
Michels & Lundquist Funeral Home & Cremation Service				X
Morgan Funeral Home & Cremation Services				X
Moss-Feaster Funeral Home & Cremation Services; Memorial Park Funeral Home & Cemetery				X
Nat'l Cremation & Burial Society; North/Meadowlawn Funeral Home & Cemetery; Garden Sanctuary Funeral Home; Nat'l Cremation Society				X
Prevatt Funeral Home	X			
R. Lee Williams & Son Funeral Home				X

Rhodes Funeral Directors				X
Royal Palm North Funeral Chapel				X
Smith Funeral Home				X
Sunset Point Funeral Home				X
Thomas J. Brett Funeral Home				X
Trinity Memorial Gardens				X
Veterans Funeral Care				X
Vinson Funeral Home				X
Whitfield Funeral Home				X
Young's Funeral Home	X			
Pasco County Medical Society				X
Pinellas County Medical Society	X			
LifeLink	X			

DISTRICT 7 ASSESSMENT - DR. HERRMANN				
	Favorable	Non-Favorable	No Opinion	No Response
Public Defender's Office 7th Judicial Circuit	X			
State Attorney's Office 7th Judicial Circuit	X			
Volusia Board of County Commissioners	X			
Volusia County Sheriff's Office	X			
Daytona Beach Police Department	X			
Daytona Beach Shores Public Safety Department	X			
Deland Police Department	X			
Edgewater Police Department	X			
Holly Hill Police Department			X	
Lake Helen Police Department				X
New Smyrna Beach Police Department	X			
Orange City Police Department	X			
Ormond Beach Police Department	X			
Ponce Inlet Police Department	X			
Port Orange Police Department	X			
South Daytona Police Department				X
Volusia County Beach Safety	X			
Volusia County Department of Public Protection	X			
Alavon Direct Cremation Services	X			
Allen-Summerhill Funeral Home				X
Altman-Long Funeral Home				X
Baldauff Family Funeral Home & Crematory				X
Baldwin Brothers Memorial Care Services; Halifax Thompson Funeral Home	X			
Dale Woodward Funeral Home				X
Deltona Memorial Funeral Home; Volusia Memorial Funeral Home				X
Dudley Edgewater Funeral Chapel; Dudley Funeral Home				X
Haigh-Black Funeral Home	X			
Herbert Thompson Funeral Home	X			
Heritage Funeral & Cremation Service				X
J.E. Cusack Mortuary	X			
Lankford Funeral Home				X
Lohman Funeral Home -Daytona-Deland-Deltona-Ormond-Port Orange; Cardwell, Baggett & Summers Funeral Home & Crematory				X
Pinello Funeral Home				X
R.J. Gainous Funeral Home; Gainous-Wynn Funeral Home	X			
Settle-Wilder Funeral Home				X
Shannon Maloney Funeral Home				X
Unity Funeral Home				X
Volusia County Medical Society			X	
TransLife	X			

State of Florida

GENERAL RECORDS SCHEDULE GS2 FOR LAW ENFORCEMENT, CORRECTIONAL FACILITIES, AND DISTRICT MEDICAL EXAMINERS



EFFECTIVE: FEBRUARY 19, 2015
R. 1B-24.003(1)(b), *Florida Administrative Code*

Florida Department of State
Division of Library and Information Services

Tallahassee, Florida

850.245.6750

<http://dos.myflorida.com/library-archives/records-management/>

GENERAL RECORDS SCHEDULE GENERAL INFORMATION AND INSTRUCTIONS

FOREWORD

The **general records schedules** established by the Department of State are intended for use by state, county, city, and special district public records custodians. If you are unsure of your organization's status as a "public agency," consult your legal counsel and/or the Florida Attorney General's Office for a legal opinion. The Department of State publishes the following general records schedules:

GS1-SL	State and Local Government Agencies
GS2	Law Enforcement, Correctional Facilities, and District Medical Examiners
GS3	Election Records
GS4	Public Hospitals, Health Care Facilities and Medical Providers
GS5	Universities and Community Colleges
GS7	Public Schools Pre-K-12, Adult and Vocational/Technical
GS8	Fire Departments
GS9	State Attorneys
GS10	Public Defenders
GS11	Clerks of Court
GS12	Property Appraisers
GS13	Tax Collectors
GS14	Public Utilities
GS15	Public Libraries

All Florida public agencies are eligible to use the GS1-SL, which provides retention periods for the most common administrative records such as routine correspondence and personnel, payroll, financial and legal records. General records schedules GS2 through GS15 are applicable to program records of specific functional areas, such as elections administration, tax collecting, or law enforcement, each of which has unique program responsibilities and thus unique records retention requirements. The GS2 through GS15 should be used in conjunction with the GS1-SL to cover as many administrative and program records as possible. The ***GS2 General Records Schedule for Law Enforcement, Correctional Facilities, and District Medical Examiners*** covers records documenting law enforcement and related functions and activities, including records created and/or maintained by **state law enforcement agencies, county sheriff's offices, local police departments, campus police departments, local and state jails, prisons, other correctional and detention facilities, and district medical examiner's offices.**

The retention periods set forth in the general records schedules are based on federal and state laws and regulations, general administrative practices, and fiscal management principles. Please note that these are ***minimum*** retention periods; public agencies may retain their records longer at their discretion. In fact, certain accreditation committees may have standards that require longer retention periods. Contact your accrediting organization for more information on their requirements. In addition, federal, state or local laws and regulations regarding recordkeeping and records retention for specific agencies or specific types of records might require a longer retention than indicated in this general schedule. Agencies should be aware of all laws and regulations relating to their records and recordkeeping requirements. However, remember that a public agency is ***not*** permitted to ***reduce*** the retention periods stated in a general records schedule.

General Records Schedule GS2 for Law Enforcement, Correctional Facilities,
and District Medical Examiners

For additional information on records retention and disposition, please refer to *The Basics of Records Management* handbook, which, along with all Florida general records schedules, is available on the Department of State's *Services for Records Managers* website at:

<http://dos.myflorida.com/library-archives/records-management/>

To obtain an individual printed copy or electronic copy, fax your request to 850.245.6795, Attention: Receptionist, contact the Records Management Program at 850.245.6750, or e-mail recmgt@dos.state.fl.us.

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I. STATUTORY AUTHORITY

This general records schedule is issued by the Department of State, Division of Library and Information Services, in accordance with the statutory provisions of Chapters 119 and 257, Florida Statutes.

Chapter 119, Florida Statutes, defines the terms "public records," "custodian of public records," and "agency," as well as the fundamental process by which disposition of said records is authorized under law.

Chapter 257, Florida Statutes, establishes the Florida State Archives and Records Management Program under the direction of the Division of Library and Information Services, Department of State, and specifically provides for a system for the scheduling and disposition of public records. Chapter 257 also authorizes the Division to establish and coordinate standards, procedures and techniques for efficient and economical record making and keeping, and requires all agencies to appoint a Records Management Liaison Officer.

II. DETERMINING RETENTION REQUIREMENTS

In determining public records retention requirements, four values must be considered to ensure that the records will fulfill their reason for creation and maintenance: administrative, legal, fiscal and historical. These four values have been evaluated in depth to determine the retention requirements of the records listed in this general records schedule.

There are two particular financial factors that may impact the retention period of an agency's records:

- A. Audits - Audits are the means by which independent auditors examine and express an opinion on financial statements and, as applicable, report on public agencies' compliance with laws, regulations and internal controls. Audit requirements for state financial assistance provided by State of Florida agencies to nonstate entities are established by the Florida Single Audit Act, Section 215.97, Florida Statutes.

There are various types of audits. Performance audits examine the economy and efficiency and/or effectiveness of applicable programs, activities or functions. Financial audits include (1) an examination of financial statements in order to express an opinion on the fairness with which they present financial position, results of operations, and changes in financial position in conformity with generally accepted accounting principles; (2) an examination to determine whether operations are properly conducted in accordance with legal and regulatory requirements; and (3) an examination of any additional financial information necessary to comply with generally accepted accounting principles. As applicable, the scope of the financial audit shall include any additional auditing activities necessary to comply with the term "financial audit" as defined and used in *Government Auditing Standards*, as amended. Also as applicable, the scope of a financial audit shall encompass the additional activities necessary to establish compliance with the Single Audit Act Amendments of 1996, Public Law 104-156 (31 USCA ss. 7501 to 7507); United States Office of Management and Budget (OMB) Circular A-133; and other applicable federal law.

The Records Management Program does not track or maintain information on which audits apply to which records in which agencies. Retention schedules are written to alert agencies that certain records *might* be required for audit purposes. Different agencies are subject to different types of audits at different times, and each agency is responsible for knowing what audits might be conducted and retaining needed records for that purpose. For instance, some agencies might be subject to the Federal Single Audit, while others are not. In general, any records relating to finances or financial transactions might

be subject to audit.

Audits may be conducted by the Florida Auditor General, independent public accountants, or other state or federal auditors, as well as grant funding agencies and national or statewide professional accreditation or certification groups. Your finance office, your legal office, and the Auditor General's Office are good sources of information as to which specific records of your agency should be retained for audit purposes.

- B. Grants - Any public agency receiving local, state or federal grant money will need to be familiar with grantor-agency requirements.

III. SCHEDULING AND DISPOSITION OF PUBLIC RECORDS

The procedures for scheduling and disposition of public records, applicable to all public agencies, consist of two separate but related actions:

- A. Establishing a Records Retention Schedule - A retention schedule describing the records and setting the minimum retention period is required for each record series. A record series, as defined in Rule 1B-24, Florida Administrative Code, is "a group of related public records arranged under a single filing arrangement or kept together as a unit (physically or intellectually) because they consist of the same form, relate to the same subject or function, result from the same activity, document a specific type of transaction, or have some other relationship arising from their creation, receipt, or use." Examples of series that agencies might maintain are Personnel Files, Client Case Files, Project Research Files, Equipment Maintenance and Repair Records, or Procurement Files. Each record series might contain records in a variety of forms and formats that collectively document a particular program, function, or activity of the agency. The records retention schedule establishes officially the **minimum** length of time that the record series must be retained.

- 1. **General records schedules** establish retention requirements for records documenting administrative and program functions common to several or all government agencies, such as personnel, accounting, purchasing, and general administration. General records schedules can cover up to 75-80 percent of an agency's record series. The *General Records Schedule GS1-SL for State and Local Government Agencies* can be used by all state and local agencies in determining their records retention requirements.

Certain agencies can use other general records schedules in conjunction with the GS1-SL. General records schedules have been established for program records of specific functional areas. For example, the *GS5 for Universities and Community Colleges* establishes retention requirements for program records unique to the functions and activities of those types of institutions; the *GS9 for State Attorneys* establishes retention requirements for program records unique to State Attorneys' offices; and the *GS12 for Property Appraisers* establishes retention requirements for program records unique to Property Appraisers' offices. Please contact the Records Management Program to verify which general records schedules are appropriate for use by your agency.

If a similar record series is listed in two general record schedules, the retention requirements contained in the program schedule shall take precedence. For instance, if a record series is listed in both the GS1-SL and the GS3, elections offices should abide by the retention requirements cited in the GS3.

REMEMBER: The retention period stated in the applicable schedule is the **minimum** time a record must be maintained. If two or more record series are filed together, the combined file must be retained through the longest retention

period of those records.

2. **Individual records schedules** establish retention requirements for records that are unique to particular agencies. These schedules are used for the 20-25 percent of an agency's records that are not in a general schedule. To establish an individual records schedule, an agency must submit a Request for Records Retention Schedule, Form LS5E105REff.2-09, to the Records Management Program for review and approval. This "105" form is available on the Records Management website at:

<http://dos.myflorida.com/library-archives/records-management/forms-and-publications/>

Records become eligible for disposition action once they have met the retention requirements specified in an established retention schedule and any other applicable requirements (e.g., litigation). The individual schedule remains effective until there is a change in series content or until other factors are introduced that would affect the retention period, at which time a new individual records retention schedule should be submitted for approval. If a new general records schedule is later established that requires an equal or longer retention period for the same records, that general records schedule supersedes the individual records schedule.

- B. **Final Disposition of Public Records** - Section 257.36(6), Florida Statutes, states that, "A public record may be destroyed or otherwise disposed of only in accordance with retention schedules established by the division." This means that all records, regardless of access provisions, must be scheduled before disposition can occur (see Sections 119.07-119.0714, Florida Statutes, regarding access provisions). Agencies must identify an appropriate general records schedule or individual records schedule for any records being disposed of. If a retention schedule for the records does not exist, then one must be established by following the procedures listed above for "Establishing a Records Retention Schedule."

Records Disposition Documentation - Agencies must maintain internal documentation of records disposition including retention schedule number, retention schedule item number, records series title, inclusive dates, volume (in cubic feet) of paper records destroyed, and disposition action (manner of disposition) and date. A form titled *Records Disposition Document*, which is recommended for use in documenting records disposition, is available on the Records Management website at <http://dos.myflorida.com/library-archives/records-management/forms-and-publications/>. Agencies must maintain this documentation as a permanent record, but should **not** submit it to the Records Management Program for review or approval.

IV. ARCHIVAL VALUE

- A. **State agencies** - The State Archives of Florida will analyze record series to identify records having enduring historic, administrative, or fiscal value that may be eligible for permanent preservation. If a record series description states, "**These records may have archival value**," the state agency must contact the State Archives of Florida for archival review before disposition of the records. The RMLO or other agency representative should contact the Archives by telephone at 850.245.6750 or by e-mail at recmgt@dos.state.fl.us. The Archives will provide guidance for the transfer of the records to the State Archives or other appropriate disposition of the records. For records indicating both a **Permanent** retention **and** possible archival value, agencies should contact the State Archives after five years for archival review and guidance as to whether, when, and how to transfer the records to the Archives.

- B. **All other agencies** - When preparing to dispose of records that have met their required retention, carefully consider the potential historical research value of those records. Some records that do not have a permanent retention still might have enduring value to your community as evidence of the interactions between government and citizens and as sources of information about local government, society, and culture. For your convenience, we have indicated that "***These records may have archival value***" for series that are most likely to have such historical or archival value. Not all such records will be determined to be archival; conversely, some records without this statement in the series description might have archival value. Records of historical value to your community should be preserved locally for the benefit of historians and other researchers. Technical assistance in determining archival value is available from State Archives staff at 850.245.6750.

V. ELECTRONIC RECORDS

Records retention schedules apply to records regardless of their physical format. Therefore, records created or maintained in electronic format must be retained in accordance with the minimum retention requirements presented in these schedules, whether the electronic records are the record copy or duplicates. Printouts of standard correspondence in text or word processing files are acceptable in place of the electronic files. Printouts of electronic communications (e-mail, instant messaging, text messaging, multimedia messaging, chat messaging, social networking, or any other current or future electronic messaging technology or device) are acceptable in place of the electronic files, provided that the printed version contains all date/time stamps and routing information. However, in the event that an agency is involved in or can reasonably anticipate litigation on a particular issue, the agency must maintain in native format any and all related and legally discoverable electronic files.

VI. FACTORS THAT MAY INFLUENCE THE DISPOSITION OF RECORDS

- A. **Litigation** - When a public agency has been notified that a potential cause of action is pending or underway, that agency should ***immediately*** place a hold on disposition of ***any and all*** records related to that cause. Your agency's legal counsel should inform your Records Management Liaison Officer when that hold can be lifted and when the records are again eligible for disposition.
- B. **Public Records Requests** - According to Section 119.07(1)(h), Florida Statutes, the custodian of a public record may not dispose of a record "for a period of 30 days after the date on which a written request to inspect or copy the record was served on or otherwise made to the custodian of public records by the person seeking access to the record. If a civil action is instituted within the 30-day period to enforce the provisions of this section with respect to the requested record, the custodian of public records may not dispose of the record except by order of a court of competent jurisdiction after notice to all affected parties."
- C. **Accreditation Standards** - Some public agencies receive national or statewide accreditation or certification by professional societies, organizations, and associations. Examples may include the Joint Commission on the Accreditation of Healthcare Organizations, the Commission on Accreditation for Law Enforcement Agencies, and the Commission on Office Laboratory Accreditation. In an effort to enhance the professionalism of their members, these groups may place heavier burdens on public agencies than those that are mandated under state or federal law. Agencies may therefore choose to maintain their records for a longer period of time than required by established records retention schedules in order to meet accreditation standards. However, records cannot be disposed of before the minimum retention period dictated by the records retention schedules, even if the accrediting organization requires a shorter

General Records Schedule GS2 for Law Enforcement, Correctional Facilities,
and District Medical Examiners

retention period.

- D. Records in Support of Financial or Performance Audits - These records should be retained in accordance with the following guidelines provided by the Florida Office of the Auditor General:

Records must be retained for **at least** three fiscal years (most financial records must be retained for a minimum of five fiscal years in accordance with guidelines of the Department of Financial Services and the Office of the Auditor General). **If subject to the Federal Single Audit (pursuant to 31 USC, Section 7502, and OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations, Subpart E) or other federal audit or reporting requirements, records must be maintained for the longer of the stated retention period or three years after the release date of the applicable Federal Single Audit or completion of other federal audit or reporting requirements.** Finally, if any other audit, litigation, claim, negotiation, or other action involving the records has been started before the expiration of the retention period and the disposition of the records, the records must be retained until completion of the action and resolution of all issues which arise from it. However, in no case can such records be disposed of before the three fiscal year minimum.

- E. Federal, state, or local laws and regulations regarding recordkeeping and records retention for specific agencies or specific types of records might require a longer retention than indicated in this general schedule. Agencies should be aware of all laws and regulations relating to their records and recordkeeping requirements.

VII. RECORDS MANAGEMENT STANDARDS AND REQUIREMENTS

Unless otherwise prohibited by law or rule, the record copy may be reformatted to microfilm or electronic form as long as the requirements of Rule 1B-26.003 or 1B-26.0021, Florida Administrative Code, are met.

- A. Electronic Recordkeeping is defined in Rule 1B-26.003, Florida Administrative Code, which provides standards and guidelines for creation and maintenance of record (master) copies of public records in electronic form. Public records are those as defined by Section 119.011(12), Florida Statutes.
- B. Microfilm Standards are defined in Rule 1B-26.0021, Florida Administrative Code, which provides standards for microfilming of public records to ensure that the film, photography methods, processing, handling, and storage are in accordance with methods, procedures, and specifications designed to protect and preserve such records on microfilm.

VIII. RECORDS VOLUME CONVERSION TO CUBIC FOOT MEASUREMENTS

Cassette Tapes (200)	1.0 cubic foot
Letter-size, drawer or box	1.5 cubic feet
Legal-size, drawer or box	2.0 cubic feet
Letter-size, 36-inch shelf	2.0 cubic feet
Legal-size, 36-inch shelf	2.5 cubic feet
Magnetic Tapes (12)	1.0 cubic foot
3 x 5 card, ten 12-inch rows	1.0 cubic foot
3 x 5 card, five 25-inch rows	1.0 cubic foot
4 x 6 card, six 12-inch rows	1.0 cubic foot

*****DISTRICT MEDICAL EXAMINER RECORDS*****

DISTRICT MEDICAL EXAMINER RECORDS

AUTOPSY AND DEATH SCENE VIDEO RECORDINGS

Item #187

This record series consists of video recordings of the death scene and/or autopsy made by a medical examiner, investigator, or other party for use in determining the cause of death. See also "AUTOPSY AUDIO RECORDINGS."

RETENTION:

- a) Record copy. Retain as long as related case file.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

AUTOPSY AUDIO RECORDINGS

Item #152

This record series consists of audio recordings of autopsies conducted by the medical examiner, investigator, or other party. The recordings include the physician's verbal description of the body or specimen and his/her activities and observations during the dissection, such as bruises; swellings; scars; condition of internal organs; type of wounds; and the age, gender, and race of the deceased. These recordings are then transcribed and the transcriptions become part of the medical examiner's case file; recordings that are not transcribed must be retained as long as the related case file. See also "AUTOPSY AND DEATH SCENE VIDEO RECORDINGS."

RETENTION:

- a) Record copy. Retain until verbatim transcription verified; if no transcription, retain as long as related case file.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

BURIAL TRANSIT PERMIT LOG

Item #156

This record series consists of a log of permit numbers of Burial Transit Permits (Department of Health: DH Form 326, Aug. 97) issued pursuant to Section 382.006, Florida Statutes, Burial-transit permits, and Rule 64V-1.011, Florida Administrative Code, Burial-Transit Permit to Be Issued. These permits are completed by the medical examiner when acting as direct disposer. This log enables the medical examiner to track the number of permits applied for and the last permit number assigned.

RETENTION:

- a) Record copy. 1 anniversary year.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

DISASTER VICTIM CASE FILES: UNMATCHED

Item #165

This record series consists of information on alleged victims of a disaster. The file may contain statements from relatives and co-workers, photos of the victim when alive, medical records, and x-rays. All information is gathered in an effort to identify the victim's remains as discovered. These records do not document human remains found at the disaster site; rather, they document the life and physical characteristics of alleged victims. **If the alleged victim's information is matched to human remains found at the disaster site, these records become part of the medical examiner's case file.**

RETENTION:

- a) Record copy. Retain until ruled out as a victim.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

DOCK LOG: BODIES

Item #167

This record series consists of a log of bodies received at and departing from the medical examiner's office. These logs may include a unique identifying number, date and time of arrival, delivery agent, name of deceased if known, date and time of departure, and to whom the body was released. This retention period is based on the Statute of Limitations for negligence, Section 95.11, Florida Statutes.

RETENTION:

- a) Record copy. 4 anniversary years after release of body.
- b) Duplicate. Retain until obsolete, superseded, or administrative value is lost.

EVIDENCE RECORDS: STAINED SECTIONS/EMBEDDED TISSUES/SPECIMENS

Item #169

This record series documents the collection, processing, and testing of stained sections, paraffin tissue blocks, first cut glass tissue slides, and other specimens utilized as physical evidence in an investigation by the medical examiner's office. These records provide such information as where a sample was collected, by whom, the procedure utilized to test the sample, storage conditions, the name and address of other laboratories that tested the sample, and all associated raw data. Records of laboratory results are scheduled as part of the applicable Medical Examiner Case Files item. **NOTE: The actual tissue samples/specimens themselves are not public records and therefore not covered by records retention schedules; see Rule 11G-2.004, Florida Administrative Code, Physical Evidence.**

RETENTION:

- a) Record copy. Retain as long as the related Medical Examiner Case File.
- b) Duplicate. Retain until obsolete, superseded, or administrative value is lost.

General Records Schedule GS2 for Law Enforcement, Correctional Facilities,
and District Medical Examiners

DISTRICT MEDICAL EXAMINER RECORDS

MEDICAL EXAMINER CASE FILES: CREMATION INVESTIGATION, BURIAL-AT-SEA, ANATOMICAL DISSECTION, AND NO JURISDICTION INVESTIGATION **Item #180**

This record series consists of records generated by referrals made to the medical examiner for which NO further investigation is required by Section 406.11, Florida Statutes, Examinations, investigations, and autopsies. These files may contain file notes related to brief inquiries required to determine jurisdiction or to obtain medical history, and duplicate copies of death certificates prepared by attending physicians. This record series does not contain autopsy records.

RETENTION:

- a) Record copy. 4 anniversary years after referral and investigation.
- b) Duplicate. Retain until obsolete, superseded, or administrative value is lost.

MEDICAL EXAMINER CASE FILES: IDENTIFIED

Item #181

This record series consists of the district medical examiner's case files documenting death investigations undertaken pursuant to Section 406.11(1)(a), Florida Statutes, Examinations, investigations, and autopsies, for which the identity of the decedent **HAS** been ascertained. The case file is required by Rule 11G-2.005, Florida Administrative Code, Records, Autopsy Report, as part of the office's official records. In general, these investigations, whether including autopsy, external inspection, or inquiry without view of the body, are distinguished by the fact that the death certificates were prepared and signed by the medical examiner. The case file may contain a record of all investigations including the findings, radiographs, opinions, laboratory test results, photographs, autopsy reports, inspection reports, and case notes.

RETENTION:

- a) Record copy. 30 anniversary years.
- b) Duplicate. Retain until obsolete, superseded, or administrative value is lost.

MEDICAL EXAMINER CASE FILES: UNIDENTIFIED

Item #182

This record series consists of the district medical examiner's case files documenting death investigations undertaken pursuant to Section 406.11(1)(a), Florida Statutes, Examinations, investigations, and autopsies, for which the identity of the decedent has **NOT** been ascertained. The case file is required by Rule 11G-2.005, Florida Administrative Code, Records, Autopsy Report, as part of the office's official records. In general, these investigations, whether including autopsy, external inspection, or inquiry without view of the body, are distinguished by the fact that the death certificates were prepared and signed by the medical examiner. The case file may contain a record of all investigations including the findings, radiographs, opinions, laboratory test results, photographs, autopsy reports, inspection reports, and case notes.

RETENTION:

- a) Record copy. Retain until identified, then reclassify file as "MEDICAL EXAMINER CASE FILES: IDENTIFIED."
- b) Duplicate. Retain until obsolete, superseded, or administrative value is lost.

MEDICAL EXAMINER RECORDS: AUTOPSY SUPPORTING DOCUMENTS

Item #183

This record series consists of copies of hospital, nursing home, ambulance, or police homicide records used as reference materials for medical examiner investigations. These records, or portions of them, are used as factual foundation in concert with autopsy findings in the formation of cause-of-death opinions. Some medical examiners may produce a brief summary of the deceased's medical history abstracted from these records. In those cases, these reports will be included within the applicable Medical Examiner Case Files item and will take that retention period.

RETENTION:

- a) Record copy. Retain until obsolete, superseded, or administrative value is lost.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

RESEARCH AND STUDY RECORDS

Item #186

This record series consists of materials compiled in the process of researching particular issues of interest and concern to medical examiners. Records may include, but are not limited to, copies of various medical examiner case files, criminal evidence that is no longer needed for prosecution, news reports, published scientific articles, and findings and conclusions on a particular manner or method of death. The research or study results may be published at a later date. ***This record series may have archival value.***

RETENTION:

- a) Record copy. Retain until obsolete, superseded, or administrative value is lost.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

SKELETON INVENTORY RECORDS

Item #188

This record series consists of inventory control records and analyses documenting all skeletal remains brought to the medical examiner's office. These records are utilized in maintaining control over the bones currently in storage.

RETENTION:

- a) Record copy. Retain as long as the related Medical Examiner Case File.
- b) Duplicate. Retain until obsolete, superseded, or administrative value is lost.

General Records Schedule GS2 for Law Enforcement, Correctional Facilities,
and District Medical Examiners

*****DISTRICT MEDICAL EXAMINER RECORDS*****

TOE TAGS

Item #190

This record series consists of the duplicate toe tags placed on a body by the medical examiner's office for internal monitoring purposes. The tag may bear identifying numbers and other information for processing purposes.

RETENTION:

- a) Record copy. Retain until obsolete, superseded, or administrative value is lost.
- b) Duplicate. Retain until obsolete, superseded, or administrative value is lost.

Florida Medical Examiners Commission

District Medical Examiner Search Committee Procedures Manual

2015 Edition

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I. PURPOSE

The purpose of this manual is to inform medical examiner districts about the process they are required to follow when seeking to fill a vacancy for district medical examiner. Florida's district medical examiners are public officers of the State and are subject to the provisions of the Code of Ethics for Public Officers and Employees, Chapter 112, Part III, Florida Statutes. District medical examiners are also bound by provisions in Chapter 406, Florida Statutes, and Rule 11G, Florida Administrative Code.

II. DISTRICT MEDICAL EXAMINER — APPOINTMENT AND TERM OF OFFICE

1. Section 406.06, Florida Statutes, provides for the appointment of district medical examiners in the State of Florida.
 - a. A district medical examiner shall be appointed by the Governor for each medical examiner district from nominees who are practicing physicians in pathology. Nominations are submitted to the Governor by the Medical Examiners Commission.
 - b. The term of office of each district medical examiner shall be three (3) years.
 - c. A gubernatorial appointment to fill a vacancy shall be for the unexpired portion of the term.
 - d. A physician member of the Medical Examiners Commission shall be eligible to serve as a district medical examiner upon approval by the Governor.
2. Rule 11G, Florida Administrative Code, provides additional guidelines relating to the term of office of medical examiners. For the purpose of administration, the 24 district medical examiners serve staggered terms, according to the following rotation:
 - a. First year — Districts 1 through 7
 - b. Second year — Districts 8 through 14
 - c. Third Year — Districts 15 through 24
3. Section 406.17, Florida Statutes stipulates that “[i]n home rule counties which have established medical examiners under provisions of a home rule charter or a code or ordinance enacted pursuant to the charter, the medical examiner shall also serve as the district medical examiner who would otherwise be appointed under this chapter.”

III. GOVERNMENT IN THE SUNSHINE LAW

Florida's "Government in the Sunshine Law" provides the right of citizen access to governmental proceedings at state and local levels. Provisions of the Sunshine Law are specified in Ss. 286.011 and 120.66, Florida Statutes.

Article I, Section 24(b), of the Florida Constitution, provides in pertinent part that "all meetings of any collegial body of the executive branch of government...at which official acts are to be taken or at which public business of such body is to be transacted or discussed, shall be open and noticed to the public."

Section 286.011, Florida Statutes, also provides that "all meetings of any board or commission of any state agency...at which official acts are to be taken are declared to be public meetings open to the public at all times."

Advisory boards and committees created by public agencies may be subject to the Sunshine Law, even though their recommendations are not binding upon the entities that create them. The "dispositive question" is whether the committee has been delegated "decision-making authority," as opposed to mere "information-gathering or fact-finding authority." *Sarasota Citizens for Responsible Government v. City of Sarasota*, 48 So. 3d 755, 762 (Fla. 2010). "Where the committee has been delegated decision-making authority, the committee's meetings must be open to public scrutiny, regardless of the review procedures eventually used by the traditional governmental body."

"In determining whether a committee is subject to the Sunshine Law, the actual function of the committee must be scrutinized to determine whether it is exercising part of the decision making function by sorting through options and making recommendations to the governmental body." Inf. Op. to Randolph, June 10, 2010. Thus, if an advisory committee has a decision making function in addition to fact-finding, the Sunshine Law is applicable. See *Wood v. Marston*, 442 So. 2d 934, 938 (Fla. 1983), recognizing that while a "search and screen" committee had a fact-gathering role in soliciting and compiling applications, the committee also "had an equally undisputed decision-making function in screening the applicants" by deciding which of the applicants to reject from further consideration, and thus was subject to the Sunshine Law.

1. Three basic requirements apply to formal meetings and workshops, as well as any gathering, whether formal or casual, of two or more members, where some matter being discussed will foreseeably come before the Commission for action. This includes meetings of a district medical examiner candidate search committee. The requirements are:
 - a. Meetings of any board or commission must be open to the public.
 - b. Reasonable notice of meetings must be given.
 - c. Minutes of meetings must be taken and be open to public inspection.

2. The above requirements are equally applicable to elected and appointed boards, and apply whether the meeting or discussion is in person or by telephone.
3. Meetings between a Commission member and a non-Commission member are bound by these requirements if the non-Commission member is being used as a liaison or “go-between” with another Commission member.
4. No resolution, rule or formal action is binding except as taken or made at an open meeting. Courts have held that actions taken in violation of the Sunshine Law are void.
5. Any person who is a member of a board or commission or of any state agency or authority of any county, municipal corporation or political subdivision who **knowingly** violates the Sunshine Law is guilty of a misdemeanor of the second degree.
6. Any public officer who commits any other violation is guilty of a noncriminal infraction, punishable by a fine not exceeding \$500.

IV. MEDICAL EXAMINERS COMMISSION RESPONSIBILITIES

1. The Commission will notify the Governor upon learning that a position has become vacant or is anticipated to become vacant.
2. The Commission shall also notify the state attorney(s), public defender(s), sheriff(s), police chief(s), county commission(s) and funeral home directors for that medical examiner district of the vacancy, and request that names of potential candidates for the position of district medical examiner be submitted to the candidate search committee.
3. Within 30 days of being notified of a vacancy or anticipated vacancy, the Chairman of the Commission shall call for a district candidate search committee to be established, and appoint a chairman
4. By majority vote at a scheduled meeting, the Commission shall nominate one or more candidates to the Governor to fill a district medical examiner vacancy. The nomination shall take place prior to the expiration of six months from the date of the vacancy.
5. The Commission’s consideration of candidates for nomination is not restricted only to those persons who may be recommended by a candidate search committee.
6. The Commission will notify each candidate in writing of the action taken by the Commission regarding their nomination as district medical examiner.
7. The Commission will notify the chairman of the candidate search committee in writing about action taken by the Commission regarding candidates submitted by the district to fill a district medical examiner vacancy.

8. If the Commission does not vote to nominate any of the candidates submitted by the candidate search committee, the chairman of the committee may be requested to submit other candidates. The Office of the Governor will be notified that none of the candidates submitted for that district were acceptable and that the position is still vacant.

V. ESTABLISHING THE SEARCH COMMITTEE

Rule 11G-5.004(3), Florida Administrative Code, requires the Chairman of the Medical Examiners Commission to call for a district candidate search committee to be established when a district medical examiner position becomes vacant. Under the rule, the district search committee is responsible for completing the interview process and candidate selection. The committee is also responsible for recommending a candidate(s) to the Medical Examiners Commission.

Since the district candidate search committee has delegated decision making authority by the Commission and has a decision making function in screening applicants, all activities of the committee should be open and noticed to the public.

1. Within 30 days of being notified of a vacancy or anticipated vacancy, the Chairman of the Commission shall call for a district candidate search committee to be established, and appoint a chairman. As is required for all gatherings, whether formal or casual, of two or more members, where some matter being discussed will foreseeably come before the Commission for action:

- Meetings of the search committee must be open to the public.
- Reasonable notice of meetings must be given.
- Minutes of meetings must be taken and open to public inspection.

2. The search committee shall consist of invited representatives from the offices of the state attorney(s), public defender(s), sheriff(s), police chief(s), county commission(s) or other entity that is responsible for the budget of the district medical examiner office, funeral homes, and a representative of the local medical community from within that medical examiner district.
3. The search committee shall also comprise a physician member of the Medical Examiners Commission or other medical examiner designated by the Commission Chairman.

VI. SEARCH COMMITTEE RESPONSIBILITIES

The duties of the search committee are as follows.

1. Seek applications from interested persons who are licensed physicians and experienced practitioners of pathology, and who possess qualifications to take the examination or already possess the primary certification offered by the American Board of Pathology, American Osteopathic Board of Pathology, or equal qualification rendered by a non-United States medical specialty certifying agency.
2. Work with county representatives to establish an operating budget for the search committee.
 - a. The budget should anticipate advertising and other administrative costs, as well as travel costs for applicants selected as candidates.
 - b. To reach your target audience, the vacancy should be publicized through Web sites, social media, email, and job advertisements in publications that count licensed physicians and pathologists among their subscribers.
3. Establish an interview team, which shall have a quorum of three participants, to interview interested candidates that meet the minimum position qualifications. If the district includes a medical school, the dean of the medical school should be invited to participate as a member of the interview team.
4. Ensure that the candidate(s) recommended to the Commission for nomination as district medical examiner is in agreement with the respective county representatives regarding the medical examiner budget as outlined in s. 406.06(3), Florida Statutes.
 - a. Whether by private contract or through direct employment, medical examiner services in each district are funded by the counties in the district's jurisdiction. In multi-county districts, one county's Board of County Commissioners serves as the fiscal agent.
 - b. In single-county districts that operate according to a Home Rule charter (Districts 7, 11, 13, 15, 17) all medical examiner staff members are county employees. In other districts where medical examiner services are not provided by private contract, staff members are also county employees, except Indian River County whose staff are employees of Indian River State College. The medical examiner office organization and personnel structure in these districts is governed by the policies and procedures in which they reside.
5. Review background information about the final candidate(s) from present and past sources. Background inquiries should incorporate information on work performance and working relationships, as well as the candidate(s) reasons for, and circumstances of, leaving employment. At a minimum, background information should include:

- a. a criminal history check;
 - b. comments of county medical associations, local hospitals, government agencies and funeral homes with which the candidate(s) has a prior working relationship; and
 - c. employment references.
6. Complete the candidate selection and interview process and submit packages to Commission staff for review. Candidate packages must be submitted to the Commission within 90 days of appointment of the candidate search committee unless additional time is requested in writing and approved by the Commission Chairman.
7. For each candidate recommended to the Commission for nomination, include a rating for each candidate, if appropriate, and include a cover letter that explains the rating methodology. Each candidate package must include:
 - a. pertinent correspondence regarding the candidate(s);
 - b. results of background inquiries;
 - c. letters of reference; and
 - d. a letter from the candidate(s) to Commission staff authorizing the release of information from former employers and the Board of Medicine in the state in which the candidate(s) is or was licensed.
8. If the Commission does not vote to nominate any of the candidates submitted by the candidate search committee, the chairman of the committee may be requested to submit other candidates.

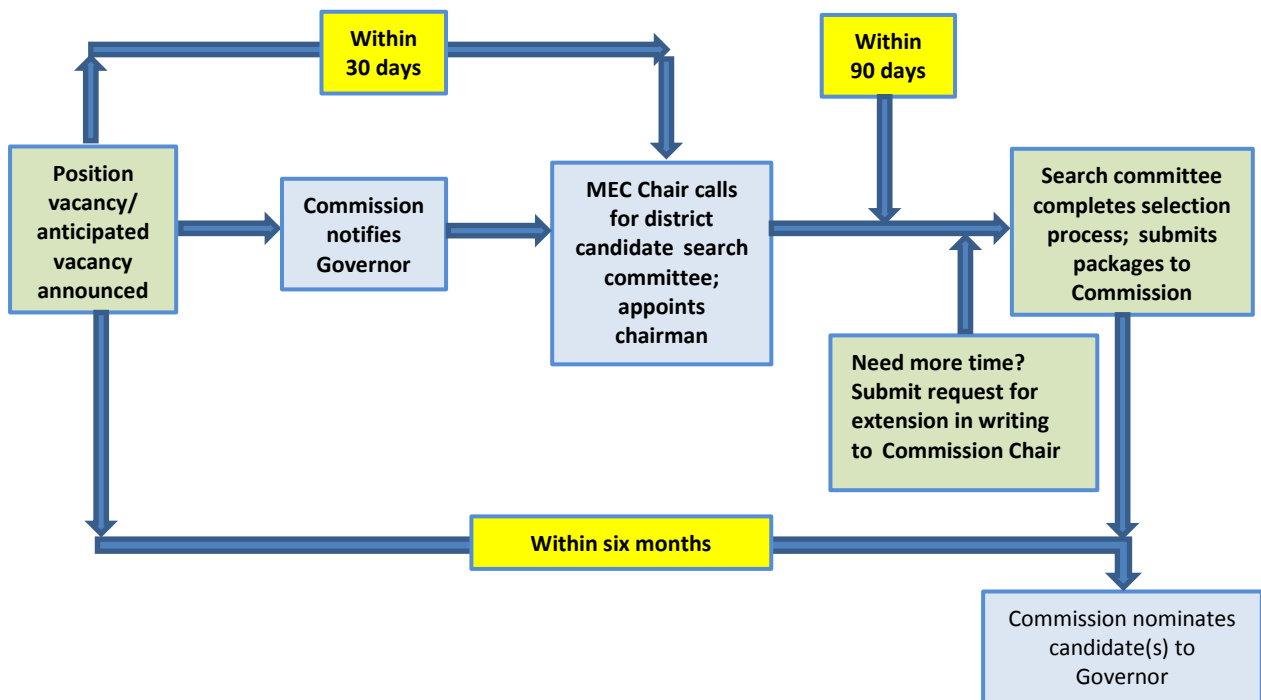
VII. SUBMISSION OF CANDIDATE PACKAGE

Commission staff shall review interview packages for completeness prior to their submission to the Commission, and if directed by the Chairman, make additional inquiries concerning the candidate's background or qualification.

1. Commission staff shall verify each candidate's medical licensure status.
2. Commission staff shall notify all candidates in writing of the time and place of the Commission meeting at which the district nomination(s) will be considered.

VIII. SEARCH PROCESS TIMEFRAME

1. The Governor will be notified by the Commission upon determination that a district medical examiner position has become vacant or is anticipated to become vacant.
2. Within 30 days of being notified of a vacancy or anticipated vacancy, the Chairman of the Commission shall call for a district candidate search committee to be established, and appoint a chairman.
3. The Commission, by majority vote, shall nominate one or more candidates to the Governor to fill a district medical examiner office vacancy, prior to the expiration of six months from the date of the vacancy.
4. The candidate search committee shall complete the interview and selection process and submit complete packages to the Commission within 90 days of appointment of the search committee.
5. If additional time is needed, a request must be made in writing and approved by the Commission Chairman.





The National Association of Medical Examiners®

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660-734-1891 Fax: 888-370-4839 Email: name@thename.org

January 23, 2015

Jan Garavaglia, M.D.
District 9 Medical Examiner's Office
2350 E Michigan Street
Orlando, FL 32806

Dear Dr. Garavaglia:

Congratulations! On behalf of the National Association of Medical Examiners (NAME), I want to congratulate you on successfully attaining full accreditation for the District 9 Medical Examiner's office. The inspection revealed Two (2) Phase I and Zero (0) Phase II deficiencies. Your accreditation is effective December 4, 2014 and will continue until December 4, 2019, at which time it will expire.

NAME accredited offices represent the highest quality of death investigation system. The citizens can be proud of the hard work, dedication, and leadership made by you and your staff in attaining this accreditation. You are invited to use the NAME logo designating your office as an accredited office.

The accreditation process consists of a rigorous inspection of the physical facility and review of the office practices, including the implementation of policies and procedures. The overall objective of the accreditation is to ensure that the application of the standards set forth by NAME will aid in developing and maintaining a high caliber medicolegal death investigation system for the communities in the jurisdiction in which they operate.

Congratulations on this honor and thank you for your continued support of one of the best medical examiner offices in the country.

Sincerely,

David R. Fowler, M.D., Chairman
NAME Inspection and Accreditation Committee



NATIONAL ASSOCIATION OF MEDICAL EXAMINERS

Grants Full Accreditation
of

District 9 Medical Examiner's Office - Orlando, Florida (#161-4765)

Inspected by and meets the Standards, Inspection, and Accreditation Criteria established by the National Association of Medical Examiners for providing and operating an effective Medicolegal Death Investigative System

Accreditation is granted for the period December 4, 2014 to December 4, 2019

GIVEN THIS 23rd day of January, 2015



Manny Nashelsky

President

J. Scott Dayton MD

Secretary-Treasurer

Walter A. Neumann MD

Inspector

ALL

Chairman of Inspections Committee