

Section 4 – Part 2

SLIDE 19 – Record keeping and retention

The commission also has very specific rules regarding documenting and retention of brokerage disclosure records.

SLIDE 20

**Brokerage Business Records–**  
F.S. 475.5015

Each broker shall keep and make available all records that shows the broker is in compliance with the provisions of the statutes.

The brokerage must maintain records for a period of five (5) years.

Additionally, any documents involved in any legal proceedings must be held two years after those proceedings.

SLIDE 21 – 29 – Summary