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BOARD OF COUNTY COMMISSION

RON DESANTIS

Governor

LAUREL M. LEE Secretary of State

November 1, 2021

Ms. Kimberly Moirano
Indian River County Board of County Commissioners
1801 - 27th Street
Building A
Vero Beach, FL 32960-3365

Dear Ms. Moirano:

As a Florida public agency, you are required by Rule 1B-24.003(11), *Florida Administrative Code*, to submit annually to the Division of Library and Information Services "a signed statement attesting to the agency's compliance with records disposition laws, rules, and procedures." Based on annual statements submitted for fiscal year 2020, we were pleased to report to the Legislature and the Executive Office of the Governor a total of 643,475 cubic feet of records disposed, resulting in a cost avoidance of \$60.8 million for the state of Florida.

For your convenience, enclosed is your agency's *Records Management Compliance Statement* for fiscal year ending 2021. Please report your agency's compliance status in **Section I**, the Compliance Certification. In **Sections II and III**, make any necessary additions or corrections to your agency and RMLO information. Please return **one signed copy** of the Compliance Statement form to the **mailing address or email address** indicated at the bottom of the form by **December 31, 2021**.

We appreciate your prompt attention to this matter. If we can be of service to your agency, please do not hesitate to contact us at 850.245.6750 or recmgt@dos.myflorida.com.

Sincerely,

Beth Golding, Chief

Beth Colling

Bureau of Archives and Records Management

BG/btl Enclosure





RECORDS MANAGEMENT COMPLIANCE STATEMENT Fiscal Year 2020 - 2021

Agency ID: C0620500

Section I Compliance Certification	 This agency is in compliance with Section 257.36(5), Florida Statutes,¹ and Rule 1B-24.003(9), Florida Administrative Code,² for all public records regardless of medium or format (e.g., paper; electronic, including email; microfilm; audio; video; etc.).
0	Title of Agency Head (please print): Chairman
Section II Agency Information	Please indicate changes to Agency Information on the lines provided on the right. Current Information: Please do not erase or cover information below. Agency Name: Indian River County Board of County Commissioners Agency Head: Mr. Joseph E. Flescher Address: 1801 27th Street Building A Vero Beach, Florida 32960-3365
Section III RMLO Information	Section 257.36(5)(a), Florida Statutes, requires public agencies to designate a Records Management Liaison Officer (RMLO). Please indicate changes to RMLO Information on the lines provided on the right. If Current Information is blank, please designate an RMLO for your agency on the lines provided on the right. Current Information: Please do not erase or cover information below. Indicate changes or additions on the lines below. RMLO: Ms. Kimberly Moirano Address: 1801 - 27th Street Building A Vero Beach, FL 32960-3365 Phone: (772) 226-1442 Ext.: Email: kmoirano@ircgov.com

Section 257.36(5), Florida Statutes: "For the purposes of this section, the term 'agency' shall mean any state, county, district, or municipal officer, department, division, bureau, board, commission, or other separate unit of government created or established by law. It is the duty of each agency to (a) Cooperate with the division in complying with the provisions of this chapter and designate a records management liaison officer. (b) Establish and maintain an active and continuing program for the economical and efficient management of records."

²Rule 1B-24.003(9), Florida Administrative Code: "Public records may be destroyed or otherwise disposed of only in accordance with retention schedules established by the Division. Photographic reproductions or reproductions through electronic recordkeeping systems may substitute for the original or paper copy, per Section 92 29, F.S., Photographic or electronic copies. Prior to records disposition, agencies must ensure that all retention requirements have been satisfied. For each record series being disposed of, agencies shall identify and document the following 1. Records retention schedule number, 2. Item number, 3. Record series title; 4. Inclusive dates of the records, 5. Volume in cubic feet for paper records, for electronic records, record the number of bytes and/or records and/or files if known, or indicate that the disposed records were in electronic form, and 6. Disposition action (manner of disposition) and date."

Please complete and return this compliance statement by December 31, 2021 (submit one copy only, please) to:

Department of State Records Management Program, Mail Station 9E Tallahassee, FL 32399-0250