## RECORDS MANAGEMENT COMPLIANCE STATEMENT Fiscal Year 2021 - 2022

Agency ID: N0000527

Section I Compliance Certification	<ol> <li>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.).</li></ol>	
Section II Agency Information	Please indicate changes to Agency Information on the lines prov  Current Information:  Please do not erase or cover information below.  Agency Name: Solid Waste Disposal District Indian River County  Agency Head: Mr. Peter D. O'Bryan  Address: 1801 27th Street Building A  Vero Beach, Florida 32960-3365	Indicate changes or additions on the lines below.  Joseph H. Earman
Section III RMLO Information	Section 257.36(5)(a), Florida Statutes, 1 requires public agencies to designate a Records Management Liaison Officer (RMLO). Please indicate changes to RMLO Information on the lines provided on the right.  Current Information:  Please do not erase or cover information below.  RMLO: Ms. Kimberly K. Moirano  Address: 1801 - 27th Street  Building A  Vero Beach, FL 32960-3388  Phone: (772) 226-1442  Ext.:  Email: kmoirano@ircgov.com	

Please complete and return this compliance statement by <u>December 31, 2022</u> (submit <u>one copy only</u>, please) to:

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

<sup>\*</sup>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."

<sup>&</sup>lt;sup>2</sup>Rule 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."