

**INDIAN RIVER COUNTY
BOARD OF COUNTY COMMISSIONERS**

INTER-OFFICE MEMORANDUM

To: Members of the Board of the Solid Waste Disposal District

Date: December 5, 2016

Subject: **FY 2015-2016 Records Disposition Compliance Statement and Records Management Liaison Officer Form
Solid Waste Disposal District**

From: Doris E. Roy, Records Management Liaison Officer
Assistant to the County Administrator

Description

Florida Public Agencies are required to maintain specific information documenting the disposition of public records. According to Rule 1B-24.003(11), Florida Administrative Code, each agency is required to submit an annual statement to the Division of Library and Information Services, Florida Department of State, which includes a signed records management compliance statement attesting to the agency's compliance with Florida public records disposition laws, rules, and procedures.

Attached is the annual Records Management Compliance Statement for Fiscal Year 2015-2016 for the Indian River County Solid Waste Disposal District.

Recommendation

It is recommended that the Chairman be authorized to sign the Records Management Compliance Statement for Fiscal Year 2015 - 2016 for the Indian River County Solid Waste Disposal District.

Attachments: Letter dated November 1, 2016 from the Florida Department of State
Record Disposition Compliance Statement