

**INDIAN RIVER COUNTY
BOARD OF COUNTY COMMISSIONERS**

INTER-OFFICE MEMORANDUM

To: Members of the Board of County Commission

Date: November 22, 2017

Subject: **FY 2016-2017 Records Disposition Compliance Statement and Records Management Liaison Officer Form Board of County Commission**

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 2016-2017 for the Indian River County Board of County Commission.

Recommendation

It is recommended that the Chairman be authorized to sign the Records Management Compliance Statement for Fiscal Year 2016 - 2017 for the Indian River County Board of County Commission.

Attachments: Letter dated November 1, 2017 from the Florida Department of State
Record Disposition Compliance Statement