

INDIAN RIVER COUNTY
BOARD OF COUNTY COMMISSIONERS

INTER-OFFICE MEMORANDUM

TO: Members of the Board of County Commissioners

DATE: December 7, 2021

SUBJECT: **FY 2020-2021 Records Management Compliance Statements**

FROM: Kimberly K. Moirano, Records Management Liaison Officer

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 are the annual Records Management Compliance Statements for Fiscal Year 2020-2021 for the Indian River County Board of County Commissioners, Solid Waste Disposal District Indian River County and Indian River County Emergency Services District.

Recommendation:

It is recommended that the Chairman be authorized to sign the Records Management Compliance Statements for Fiscal Year 2020-2021.

Attachments: Letters dated November 1, 2021 from the Florida Department of State and Record Disposition Compliance Statements for the Indian River County Board of County Commissioners Office, Solid Waste Disposal District Indian River County and Indian River County Emergency Services District.