



FLORIDA DEPARTMENT of STATE

RICK SCOTT
Governor

KEN DETZNER
Secretary of State

November 1, 2016

Ms. Doris E. Roy
Indian River County Emergency Services District
1801 27th Street
Building A
Vero Beach, FL 32960-3388

Dear Ms. Roy:

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 these annual statements, an annual report on statewide compliance is submitted to the Legislature and the Executive Office of the Governor for their consideration and action.

For your convenience, we are providing the enclosed *Records Management Compliance Statement* to report your agency's compliance status. Please complete **all information in Section I**, the Compliance Certification, and make any necessary additions or corrections in Sections II and III. Please return **one signed copy** of the form (do not return this letter) to the **mailing address or email address** indicated at the bottom of the form by **December 30, 2016**.

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,

A handwritten signature in cursive script that reads "Gerard J. Clark".

Gerard J. Clark, Bureau Chief, Archives and Records Management
Division of Library and Information Services

GJC/eg

Enclosure

Division of Library and Information Services
R.A. Gray Building • 500 South Bronough Street • Tallahassee, Florida 32399
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