RECORDS MANAGEMENT COMPLIANCE STATEMENT Fiscal Year 2016-2017

Agency ID: C0620500

Section I Compliance Certification	the reverse side of this form. Agency Head Signature:	as of medium or format (e.g., paper; electronic, ed as not in compliance.) and during the fiscal year indicated above. are of electronic records disposed.) assistance. Indicate your questions/areas of concern on
	Title of Agency Head (please print).	obald of country commissioners
Section II Agency Information	Please indicate changes to Agency Information on the lines Current Information: Please do not erase or cover information below. Agency Name: Indian River County Board of County Commissione Agency Head: Mr. Joseph E. Flescher Address: 1801 27th Street Building A Vero Beach, Florida 32960-3365	Indicate changes or additions on the lines below.
Section III RMLO Information	Section 257.36(5)(a), Florida Statutes, requires public agencies to designate a Records Management Liaison Officer (RMLO). Please indicate changes to RMLO Information on the lines provided on the right. If Current Information is blank, please designate an RMLO for your agency on the lines provided on the right. Current Information: Please do not erase or cover information below. Indicate changes or additions on the lines below. RMLO: Ms. Doris E. Roy Address: 1801 27th Street Building A Vero Beach, FL 32960-3365 Phone: (772) 226-1408 Ext.: Email: droy@ircgov.com	

1Section 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."

²Rule 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."

Please complete and return this compliance statement by <u>December 29, 2017</u> (submit <u>one copy only</u>, please) to:

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