



Office of the
**INDIAN RIVER COUNTY
ADMINISTRATOR**

Jason E. Brown, County Administrator
Michael C. Zito, Assistant County Administrator
Dori Roy, Assistant to the Administrator

MEMORANDUM

TO: Members of the Board of County Commissioners

FROM: Dori Roy
Assistant to the Administrator

DATE: December 7, 2018

SUBJECT: FY 2017-2018 Records Disposition Compliance Statement and
Records Management Liaison Officer Form
Emergency Services District Indian River County

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 2017-2018 for the Indian River County Emergency Services District.

Recommendation

It is recommended that the Chairman be authorized to sign the Records Management Compliance Statement for Fiscal Year 2017 - 2018 for the Indian River County Emergency Services District.

Attachments: Florida Department of State Letter dated November 1, 2018
Record Disposition Compliance Statement