

INDIAN RIVER COUNTY  
BOARD OF COUNTY COMMISSIONERS

INTER-OFFICE MEMORANDUM

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**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  
Emergency Services District**

**From:** Doris E. Roy, Records Management Liaison Officer  
Assistant to the County Administrator

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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 Emergency Services District.

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 Emergency Services District.

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