



*Office of the*  
**INDIAN RIVER COUNTY  
ADMINISTRATOR**

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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  
Solid Waste Disposal District Indian River County

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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 2017-2018 for the Indian River County Solid Waste Disposal 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 Solid Waste Disposal District.

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