



FLORIDA DEPARTMENT *of* STATE

RON DESANTIS
Governor

CORD BYRD
Secretary of State

November 1, 2025

Ms. Taree Glanville
Indian River County Board of County Commissioners
1801 - 27th Street Building A
Vero Beach, Florida 32960-3388

Dear Ms. Glanville:

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 annual statements submitted for fiscal year 2024, we were pleased to report to the Legislature and the Executive Office of the Governor a total of 588,059 cubic feet of records disposed, resulting in a cost avoidance of \$50.3 million for the state of Florida.

For your convenience, enclosed is your agency's *Records Management Compliance Statement* for fiscal year 2025. Please report your agency's compliance status in **Section I**, the Compliance Certification. In **Sections II and III**, make any necessary additions or corrections to your agency and RMLO information. Please return **one signed copy** of the Compliance Statement form to the **mailing address or email address** indicated at the bottom of the form by **December 31, 2025**.

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 850.245.6778 or recmgt@dos.fl.gov.

Sincerely,

Anya Owens

Anya Owens, Chief
Bureau of Archives and Records Management

AO/tr
Enclosure



RECORDS MANAGEMENT COMPLIANCE STATEMENT
Fiscal Year – 2024-2025

Agency ID: C0620500

Section I Compliance Certification	<p>1. This agency is in compliance with Section 257.36(5), <i>Florida Statutes</i>,¹ and Rule 1B-24.003(9), <i>Florida Administrative Code</i>,² for all public records regardless of medium or format (e.g., paper; electronic, including email; microfilm; audio; video; etc.).</p> <p style="text-align: center;"><input type="checkbox"/> Yes <input type="checkbox"/> No (Unmarked responses will be recorded as not in compliance.)</p> <p>2. This agency disposed of _____ cubic feet of records during the fiscal year indicated above.</p> <p>3. This agency disposed of records in electronic form during the fiscal year indicated above.</p> <p style="text-align: center;"><input type="checkbox"/> Yes <input type="checkbox"/> No (It is not necessary to indicate volume of electronic records disposed.)</p> <p>4. <input type="checkbox"/> Check here if you would like to be contacted for assistance. Indicate your questions/areas of concern on the reverse side of this form.</p> <p>Agency Head Signature: _____ Date: _____</p> <p>Name of Agency Head (please print): _____</p> <p>Title of Agency Head (please print): _____</p>
Section II Agency Information	<p>Please indicate changes to Agency Information on the lines provided on the right.</p> <p style="text-align: center;">Current Information:</p> <p style="text-align: center;"><i>Please do not erase or cover information below.</i> <i>Indicate changes or additions on the lines below.</i></p> <p>Agency Name: Indian River County Board of County Commissioners</p> <p>Agency Head: Joseph E. Flescher _____</p> <p>Address: 1801 27th Street Building A _____</p> <p style="padding-left: 20px;">Vero Beach 32960-3365 _____</p>
Section III RMLO Information	<p>Section 257.36(5)(a), <i>Florida Statutes</i>,¹ 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.</p> <p style="text-align: center;">Current Information:</p> <p style="text-align: center;"><i>Please do not erase or cover information below.</i> <i>Indicate changes or additions on the lines below.</i></p> <p>RMLO: Taree Glanville _____</p> <p>Address: 1801 - 27th Street Building A _____</p> <p style="padding-left: 20px;">Vero Beach 32960-3388 _____</p> <p>Phone: (772) 226-1424 Ext.: _____</p> <p>Email: _____</p>

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 **December 31, 2025** (submit **one copy only**, please) to:

Department of State

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

OR

recmgt@dos.fl.gov