RECORDS MANAGEMENT COMPLIANCE STATEMENT Fiscal Year 2023-2024

Agency ID: C0620500

Section I Compliance Certification	 This agency is in compliance with Section 257.36(5 Administrative Code,² for all public records regard including email; microfilm; audio; video; etc.). Yes □ No (Unmarked responses will be recorded. This agency disposed of 53.71 cubic feet of recorded. 	less of medium or format (e.g., paper; electronic, orded as not in compliance.)	
	 This agency disposed of 53.71 cubic feet of records during the fiscal year indicated above. This agency disposed of records in electronic form during the fiscal year indicated above. 		
	 ✓ Yes ☐ No (It is not necessary to indicate volume of electronic records disposed.) 		
	4. Check here if you would like to be contacted for assistance. Indicate your questions/areas of concern on the reverse side of this form.		
	Agency Head Signature: Date: December 6, 2024		
	Name of Agency Head (please print):Joseph E. Flescher		
	Title of Agency Head (please print): Chairman		
Section II Agency Information	Please indicate changes to Agency Information 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.		
	Agency Name: Indian River County Board of County Commissioners		
	Agency Head: Ms. Susan Adams	Joseph E. Flescher, Chairman	
	Address: 1801 27th Street Building A		
Ag	Vero Beach, Florida 32960-3365		
Section III RMLO Information	Section 257.36(5)(a), <i>Florida Statute</i> s, 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.		
	Current Information:		
	Please do not erase or cover information below. RMLO: Ms. Kimberly Moirano	Indicate changes or additions on the lines below. Taree Glanville	
	,	1801 - 27th Street, Building A	
	Address: 1801 - 27th Street Building A	1001 - 27th Street, Bullding A	
	Vero Beach, FL 32960-3365	Vero Beach, FL 32960-3388	
	Phone: (772) 226-1442 Ext.:	(772) 226-1424	
	Email: kmoirano@ircgov.com	tglanville@indianriver.gov	

Please complete and return this compliance statement by December 31, 2024 (submit one copy only, please) to:

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

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."