



## FLORIDA DEPARTMENT of STATE

**RON DESANTIS**  
Governor

**LAUREL M. LEE**  
Secretary of State

November 2, 2020

Mr. Peter Prior  
East Lake Tarpon Special Fire Control District Firefighters' Pension Trust Fund  
3810 Inverrary Boulevard  
Suite 303  
Lauderhill, FL 33319

Dear Mr. Prior:

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 2019, we were pleased to report to the Legislature and the Executive Office of the Governor a total of 1,364,808 cubic feet of records disposed resulting in a cost avoidance of \$116.9 million for the state of Florida.

For your convenience, enclosed is your agency's *Records Management Compliance Statement* for fiscal year ending 2020. 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, 2020**.

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 850.245.6750 or [recmgt@dos.myflorida.com](mailto:recmgt@dos.myflorida.com).

Sincerely,

A handwritten signature in cursive script that reads "Beth Golding".

Beth Golding, Chief  
Bureau of Archives and Records Management

BG/btl  
Enclosure



**RECORDS MANAGEMENT COMPLIANCE STATEMENT  
Fiscal Year 2019-2020**

Agency ID: N0001434

<b>Section I Compliance Certification</b>	<p>1. This agency is in compliance with Section 257.36(5), <i>Florida Statutes</i>,<sup>1</sup> and Rule 1B-24.003(9), <i>Florida Administrative Code</i>,<sup>2</sup> for all public records regardless of medium or format (e.g., paper; electronic, including email; microfilm; audio; video; etc.).</p> <p><input checked="" type="checkbox"/> Yes   <input type="checkbox"/> No (Unmarked responses will be recorded as not in compliance.)</p> <p>2. This agency disposed of <u>  0  </u> 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><input type="checkbox"/> Yes   <input checked="" 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): <u>  Douglas Stryjewski  </u></p> <p>Title of Agency Head (please print): <u>  Chairman  </u></p>
<b>Section II Agency Information</b>	<p>Please indicate changes to <b>Agency Information</b> on the lines provided on the right.</p> <p align="center"><u>Current Information:</u> <i>Please do not erase or cover information below.</i>    <i>Indicate changes or additions on the lines below.</i></p> <p>Agency Name: East Lake Tarpon Special Fire Control District Firefighters' Pension Trust Fund</p> <p>Agency Head: Mr. Doug Stryjewski _____</p> <p>Address:         East Lake Fire Rescue   _____</p> <p>                      3375 Tarpon Lake Boulevard   _____</p> <p>                      Palm Harbor, Florida 34685-   _____</p>
<b>Section III RMLO Information</b>	<p>Section 257.36(5)(a), <i>Florida Statutes</i>,<sup>1</sup> <b>requires</b> public agencies to designate a Records Management Liaison Officer (RMLO). Please indicate changes to <b>RMLO Information</b> 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 align="center"><u>Current Information:</u> <i>Please do not erase or cover information below.</i>    <i>Indicate changes or additions on the lines below.</i></p> <p>RMLO:         Mr. Peter Prior   _____</p> <p>Address:         3810 Inverrary Boulevard   _____</p> <p>                      Suite 303   _____</p> <p>                      Lauderhill, FL 33319   _____</p> <p>Phone:         (954) 730-2068                                      Ext.:    203   _____</p> <p>Email:         pete@benefits-usa.org   _____</p>

<sup>1</sup>Section 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."

<sup>2</sup>Rule 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, 2020 (submit one copy only, please) to:**

**Department of State  
Records Management Program, Mail Station 9E          QR          recmgt@dos.myflorida.com  
Tallahassee, FL 32399-0250**