

RECORDS MANAGEMENT COMPLIANCE STATEMENT
for Fiscal Year 2007-2008

Agency ID: N0000759

Section I Compliance Certification	<p>1. This agency is in compliance with Section 257.36(5), Florida Statutes¹, and Rule 1B-24.003(10), Florida Administrative Code², for all public records regardless of media or format (e.g., paper, electronic including e-mail, microfilm, audio, video, etc.).</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (Please explain and indicate areas in need of assistance on reverse side.)</p> <p>2. This agency has disposed of <u>0</u> cubic feet of records for the fiscal year indicated above. (It is not necessary to indicate volume of electronic records disposed.)</p> <p>Agency Head Signature: <u>Janet Jones</u> Date: <u>11/4/08</u></p> <p>Name of Agency Head (please print): <u>Janet Jones</u></p> <p>Title of Agency Head (please print): <u>Chairman</u></p>
Section II Agency Information	<p>Please indicate changes to Agency Information on lines provided on right.</p> <p><u>Current Information:</u> <i>Please do not erase or cover information below.</i> <i>Indicate changes or additions on lines below:</i></p> <p>Agency Name: <u>Trailer Estates Park & Recreation District</u></p> <p>Agency Head <u>Janet Jones</u></p> <p>Address: <u>1903 69th Avenue, West</u></p> <p><u>Bradenton, Florida 34207-</u></p>
Section III RMLO Information	<p>Section 257.036(5)(a), Florida Statutes¹, <u>requires</u> public agencies to designate a Records Management Liaison Officer (RMLO). Please indicate changes to RMLO information on lines provided on right. If Current Information is blank, please designate an RMLO for your agency on lines provided on right.</p> <p><u>Current Information:</u> <i>Please do not erase or cover information below.</i> <i>Indicate changes or additions on lines below:</i></p> <p>RMLO: <u>Mr. T. J. Miller</u></p> <p>Address: <u>P.O. Box 8298</u></p> <p><u>Bradenton, Florida 34281-8298</u></p> <p>Phone: <u>(941) 758-7177</u> Ext.: _____</p> <p>Fax: <u>(941) 758-2937</u></p> <p>E-Mail: <u>trallerestatesfl@tampa rr.com</u></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(10), Florida Administrative Code: "Prior to records disposition, an agency must ensure that retention requirements have been satisfied. The minimum requirements for each records disposition is the identification and documentation of the following: (a) Schedule number; (b) Item number; (c) Record series title; (d) The inclusive dates; and (e) The volume in cubic feet. A public record 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."

Please complete and return this compliance statement by **December 31, 2008** to:

Department of State
 Records Management Program, Mail Station 9A OR Fax to: (850) 245-6795
 Tallahassee, FL 32399-0250