

RECORDS MANAGEMENT COMPLIANCE STATEMENT
Fiscal Year 2005-2006

Please read and complete the following and return by December 31, 2006 to: Department of State, Records Management Program, Mail Station 9A, Tallahassee, FL 32399-0250; FAX 850.245.6795.

257.36(5), F.S., "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."

1B-24.003(10), F.A.C., "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: schedule number; item number; record series title; the inclusive dates; and 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."

Compliance Certification

1. This agency is in compliance with the law in accordance with Section 257.36(5), Florida Statutes, and Rule 1B-24.003(10), Florida Administrative Code.

Yes No (Please explain and indicate areas in need of assistance on reverse side.)

2. This agency has disposed of 0 cubic feet of records for the fiscal year indicated above.

Agency Head Signature: Mary L. McNulty

Name of Agency Head (please print): MARY L. McNULTY

Title of Agency Head (please print): CHAIRMAN, BOARD OF TRUSTEES

AGENCY and RMLO INFORMATION

Current Information

Please indicate changes or additions below:

Agency Name: Trailer Estates Park & Recreation District

Agency Head: Ms. Mary Lou McNulty

Agency Address: 1903 69th Avenue, West

Bradenton Florida 34207-

RMLO: Mr. T. J. Miller

Address: 1903 69th Avenue, West

Bradenton 34207

Phone: (941) 756-7177 Ext:

Fax: (941) 755-2937

E-mail: testates@juno.com

Agency ID: N0000759

