



## FLORIDA DEPARTMENT *of* STATE

**RICK SCOTT**  
Governor

**KEN DETZNER**  
Secretary of State

### RECORDS MANAGEMENT LIAISON OFFICER (RMLO) DESIGNATION

Please provide the following information about your agency RMLO. Thank you.

Agency Name: Indian Shores Police Pension Board

Agency Mailing Address: 19305 Gulf Blvd #241

RMLO Name: Officer Stephen Janik

RMLO Email Address: sjanik@myindianshores.com

RMLO Mailing Address: 19305 Gulf Blvd #227

Indian Shores, FL 33785-2214

Telephone #: (727) 474-7742

Authorizing Official: Name (please print): Cpl Shaun Griffin

Title: Pension Board Chairman

Signature: 

Date: 4/20/17

RETURN TO: Division of Library and Information Services  
Florida Department of State  
Mail Station 9E  
Tallahassee, FL 32399-0250  
Phone: 850.245.6750

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



RESOLUTION NO. 2017-1

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE  
TOWN OF INDIAN SHORES POLICE OFFICERS' PENSION  
FUND DESIGNATING A RECORDS MANAGEMENT  
LIAISON OFFICER AND ADOPTING A RECORDS  
RETENTION SCHEDULE.**

WHEREAS, Florida Statutes §257.36 creates the Records and Information Management Program within the State Division of Library Services, which is responsible for records management;

WHEREAS, the Board of Trustees is a local governmental agency subject to the requirement of Florida Statutes §257.36;

WHEREAS, Florida Statutes §257.36 requires the Board to designate a Records Management Liaison Officer; and

WHEREAS, Florida Statutes §257.36 requires the Board to establish and maintain an active and continuing program for the economical and efficient management of records;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE FUND: *INDIAN SHORES POLICE PENSION BOARD*

SECTION 1. The Board designates OFFICER STEPHEN JUNK as the Records Management Liaison Officer for purposes of Florida Statutes §257.36.

SECTION 2. The Board adopts the State of Florida General Records Schedule GS1-SL, as amended from time to time, as its records retention schedule, to establish and maintain an active and continuing program for the economical and efficient management of records.

Adopted by the Board this 20<sup>th</sup> day of APRIL, 2017.

*BBW/CJG*  
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CHAIRMAN

*SHAUN C. GRIFFIN*  
\_\_\_\_\_  
SHAUN C. GRIFFIN

ATTEST:

*[Signature]*  
\_\_\_\_\_  
SECRETARY

Copy to:

Division of Library and Information Services  
Florida Department of State  
Mail Station 9E  
Tallahassee, Florida 32399-0250