

RESOLUTION NO. 2018-01

**A RESOLUTION OF THE BOARD OF TRUSTEES  
OF THE CITY OF BOYNTON BEACH MUNICIPAL  
FIREFIGHTERS' PENSION TRUST 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 ORDAINED BY THE BOARD OF TRUSTEES OF THE FUND:

SECTION 1. The Board designates Precision Pension Administration, Inc. 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 for Local Government Agencies as its records retention schedule, to establish and maintain an active and continuing program for the economical and efficient management of records.

*This Space Intentionally Left Blank*

2018 Adopted by the Board this 7 of Nov.

  
\_\_\_\_\_  
CHAIRMAN

ATTEST:  
  
\_\_\_\_\_  
SECRETARY

cc: Bureau of Archives and Records Management  
Division of Library and Information Services  
500 S. Bronough Street  
Tallahassee, Florida 32399-0250