



FLORIDA DEPARTMENT of STATE

RON DESANTIS
Governor

LAUREL M. LEE
Secretary of State

TO: State Records Center Customers
FROM: Beth Golding, Chief, Bureau of Archives and Records Management
DATE: April 1, 2022
SUBJECT: Authorization for Fiscal Year 2022-23 Services

In order to continue **Security Microfilm** service to your agency in the upcoming fiscal year, we require authorization. Please sign below acknowledging that your agency agrees to further utilize and pay compensation for any of the services on the attached fee schedule. This will serve as our billing authorization and satisfy any necessary audit requirements. Please make any necessary changes to the billing information listed below. **Include your account number on all correspondence and purchase orders.**

Mr. Kirk B. Reams
Jefferson County Clerk of the Court
1 Courthouse Circle
Monticello, FL 32344
Account # 257
Phone # 850.342.0218

Check one of the following:

- 1. Purchase order for fiscal year 2022-23 will be provided. (Attach a copy of this letter to your purchase order.)
- 2. No purchase order is required.
- 3. Our agency no longer requires the services of the State Records Center.

Please circle one:

By signing below, I acknowledge that our agency will will no longer utilize the services of the State Records Center.

Signature

Printed or Typed Name

Please see the attached fee schedule for fiscal year 2022-23.

Return this letter to the Department of State, Bureau of Archives and Records Management, 500 S. Bronough Street, Mail Station #9E, Tallahassee, Florida 32399-0250, Attention: Brenda Lippy or email to SRCServices@dos.myflorida.com.

For questions concerning your account, contact the State Records Center at 850.245.6750-Option 1 or SRCServices@dos.myflorida.com.

