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March 7, 2018

MEMORANDUM

TO: Scott Knox, County Attorney

RE: Item VIII.B., Resolution Recognizing Shelley Nelson

The Board of County Commissioners, in regular session on March 6, 2018, adopted Resolution No. 18-025, recognizing and thanking Shelley Nelson for her contributions to County Records Management. Enclosed is a copy of the Resolution.

Your continued cooperation is always appreciated.

Sincerely,

BOARD OF COUNTY COMMISSIONERS  
SCOTT ELLIS, CLERK

Tammy Rowe, Deputy Clerk

/dt

Encl. (1)

Brevard



County

**BOARD OF COUNTY COMMISSIONERS**

*Resolution*

**RESOLUTION RECOGNIZING SHELLEY NELSON FOR HER EXEMPLARY CONTRIBUTIONS TO COUNTY RECORDS MANAGEMENT**

WHEREAS, SHELLEY NELSON has been employed by the County Attorney's Office for 15 years; and

WHEREAS, early in her career, SHELLEY was given the responsibility of organizing the filing system in the County Attorney's Office where it would often take hours to locate files and documents in an archaic metal filing cabinet system organized in semi-alphabetical order; and

WHEREAS, when the County Attorney's Office acquired an electronic document management system, SHELLEY took that system under her wing and made it her personal quest to completely reorganize document management in the County Attorney's Office; and

WHEREAS, today, SHELLEY uses her now famous electronic search capabilities and document profiling system to locate documents and files within a matter seconds; and

WHEREAS, SHELLEY is the "go to" consultant on the document management system used by the County Attorney's Office, several County Commission Offices, the County Manager's Office, and several County departments; and

WHEREAS, SHELLEY'S organizational genius has inspired County Management over the years to place the reorganization and maintenance of the once overflowing and dysfunctional County records retention system at the Cocoa Central Reference Library into her capable hands; and

WHEREAS, virtually single-handedly, SHELLEY developed an electronic records disposition system that now accounts for the legal disposition or current location of literally over a thousand bankers boxes of dead files at the Central Reference Library and her uncanny gift for knowing which files will have value for future use has allowed her to use her electronic records disposition system to find important old files located in that library when they are needed; and

WHEREAS, as a result of her records organization acumen, SHELLEY has been designated as the official County Records Liaison Officer responsible for interfacing with the State of Florida records management agency and applying that agency's records retention and disposition requirements; and

WHEREAS, SHELLEY'S service to the County Attorney's Office and to County government is indispensable and worthy of recognition; and

WHEREAS, the outgoing County Attorney personally considers it a blessing to have had SHELLEY as the records manager in the County Attorney's Office during his tenure.

NOW, THEREFORE, BE IT RESOLVED THAT THE BOARD OF COUNTY COMMISSIONERS OF BREVARD COUNTY, FLORIDA, does hereby recognize and thank

SHELLEY NELSON

for her outstanding contributions to the records management program in Brevard County.

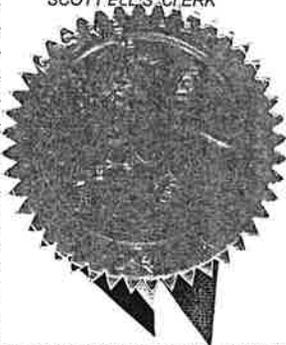
DONE, ORDERED AND ADOPTED, in regular session, this 6th day of March, 2018.

ATTEST:

*Scott Ellis*  
SCOTT ELLIS, CLERK

*Rita Pritchett*

RITA PRITCHETT, CHAIR  
BOARD OF COUNTY COMMISSIONERS  
BREVARD COUNTY, FLORIDA



**RESOLUTION 2018-\_\_\_\_**

**A RESOLUTION RECOGNIZING SHELLEY NELSON FOR HER EXEMPLARY CONTRIBUTIONS TO COUNTY RECORDS MANAGEMENT**

**WHEREAS**, Shelley Nelson has been employed by the County Attorney's Office for 15 years;

**WHEREAS**, early in her career, Shelley was given the responsibility of organizing the filing system in the County Attorney's Office where it would often take hours to locate files and documents in an archaic metal filing cabinet system organized in semi-alphabetical order; and

**WHEREAS**, when the County Attorney's Office acquired an electronic document management system, Shelley took that system under her wing and made it her personal quest to completely reorganize document management in the County Attorney's Office; and

**WHEREAS**, today, Shelley uses her now famous electronic search capabilities and document profiling system to locate documents and files within a matter seconds; and

**WHEREAS**, Shelley is the "go to" consultant on the document management system used by the County Attorney's Office, several County Commission Offices, the County Manager's Office and several County departments; and

**WHEREAS**, Shelley's organizational genius has inspired County Management over the years to place the reorganization and maintenance of the once overflowing and dysfunctional County records retention system at the Cocoa Central Reference Library into her capable hands; and

**WHEREAS**, virtually single-handedly, Shelley developed an electronic records disposition system that now accounts for the legal disposition or current location of literally over a thousand bankers boxes of dead files at the Central Reference Library and her uncanny gift for knowing which files will have value for future use has allowed her to use her electronic records disposition system to find important old files located in that library when they are needed; and

**WHEREAS**, as a result of her records organization acumen, Shelley has been designated as the official County Records Liaison Officer responsible for interfacing with the State of Florida records management agency and applying that agency's records retention and disposition requirements; and

**WHEREAS**, Shelley's service to the County Attorney's Office and to County government is indispensable and worthy of recognition; and

**WHEREAS**, the outgoing County Attorney personally considers it a blessing to have had Shelley as the records manager in the County Attorney's Office during his tenure;

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of County Commissioners of Brevard County, Florida, that the Board does hereby recognize and thank Shelley Nelson for her outstanding contributions to the records management program in Brevard County.

**DONE AND ADOPTED, this 6<sup>th</sup> day of March, 2018.**

**Brevard County Board of County Commissioners**

By: \_\_\_\_\_

Rita Pritchett, Chair

(as approved by the Board on March 6, 2018)