



RESUME

Steve M. Lewis
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Steve M. Lewis is an independent Records and Information Management Consultant with nearly 40 years experience at nearly every size and type of government agency. Clients range from small towns to major cities, counties, school boards, state agencies, universities, community colleges, utilities, transportation, law enforcement, court and regulatory agencies. Has held two vice-president positions in the corporate world. Client list generates extensive experience in the private sector to include the defense industry, manufacturing and service sectors - nationally and internationally. Has managed collections as large as two million cubic feet. Services cover a broad spectrum to include designing records management plans, designing systems, identifying records eligible for destruction, assisting with legal compliance, providing training and nearly any other records and information related service requirement.

Work Experience

6-1-2004 to Present (129 MO)

PRESIDENT and CEO - SML, Inc., a Florida Corporation

Continued responsibilities described below together with corporate obligations necessitated by a rapidly expanding client base and associated demand for services. Scope and depth of services continues to develop.

Partial list of Recent Florida clients:

Florida State University
 City of Miami
 Florida International University
 Florida Atlantic University
 University of South Florida
 Lason, Inc.
 Iron Mountain
 University of Central Florida
 Jackson Memorial Hospital, Miami
 City of Key West
 Martin County School Board
 St. Johns River Water Management District



Haines City
City of Tavares
City of Bartow
City of Winter Springs
City of Coral Springs
Martin County Clerk of the Court
City of Fellsmere
Town of Longboat Key
City of Sanibel
University of North Florida
Dixie County Clerk of the Court
Leon County Clerk of the Court
Florida Records Management Association
St. Johns County Development Services
Monroe County School Board
Osceola County Board of County Commissioners
Certified Records Management (CRM), Florida
City of Boynton Beach
City of Indian Rocks Beach
City of Sanford
Florida Gulf Coast University
City of Midway
Tampa Bay Water
Florida Association of Code Enforcement
Miller Sellen Conner and Walsh, Civil Engineering Firm
Monroe County Attorney
City of Coral Gables
Town of Ponce Inlet
Town of Indian River Shores
Palm Beach Clerk of Courts
City of Oak Hill
City of Greensboro
Town of Haverhill
Town of Southwest Ranches
City of Palm Bay
City of Ocala
DRMP, Engineering Firm
City of Venice
Florida Tax Collector Association
Collier County School Board
Hillsborough County Tax Collector
Seminole County Board of County Commissioners
City of Titusville
City of Palm Beach Gardens
Citrus County Tax Collector
City of Altamonte Springs
Florida Department of Revenue
St. Lucie County Growth Management
Citrus County Property Appraiser
Florida Fire Chief's Association
Milton Construction Associates, Inc.
Alachua County Administrative Services
Palm Beach Tax Collector
City of Mount Dora
Santa Rosa County Clerk of the Court
Escambia County Attorney
Clay County District School Board
Nassau County BCC



Nassau County Supervisor of Elections
Marion County Tax Collector
City of Clermont
City of Doral
Town of Lake Hamilton
City of Seminole
Escambia County BCC
City of Groveland
Suwannee County Tax Collector
Florida League of Cities, Inc.
City of Winter Park
Citrus County Clerk of the Circuit Court
City of North Lauderdale
Brevard Property Appraiser
Martin County Board BCC
City of Margate
Sarasota Bradenton International Airport Authority
Collier County Sheriff's Office
Bay County BCC
City of Gulfport
City of St. Pete Beach
Broward County BCC
Palm Beach Sheriff
Highlands County Clerk of the Courts
Highlands County BCC
Charlotte County BCC
Tampa Port Authority
Orlando-Orange County Expressway Authority
City of Hallandale Beach
Alachua County Property Appraiser
Manatee County Tax Collector
Lake County Tax Collector
City of Miami Beach
Walton County BCC
City of Naples Airport Authority
City of Madeira Beach
Hayes Construction Group, Inc.
Sumter County Tax Collector
Lake County Sheriff
Indian River Clerk of Court
Sarasota County Supervisor of Elections
Osceola County Supervisor of Elections
Manatee County Property Appraiser
Florida State College at Jacksonville
Duval County Unified Courts
Town of Surfside
City of DeBary
City of Coconut Creek
Polk County Board of County Commissioners
Florida State Association of Supervisors of Election

3-11-99 to 5-31-2004 (62 MO)

SELF EMPLOYED, Sole Proprietor.

Independent Consultant, Information Management Analysis, Design, Planning and Training. Offer a nearly unlimited range of Information Management

consulting services. Specialize in Florida Public Records; yet continue to service the Private Sector as well. Provide Lecture Series to State University System covering a wide range of Records Management and Public Record Law Issues.

1-1-98 to 3-10-99 (14.5 MO)

VICE - PRESIDENT - GOVERNMENT SECTOR. LASON, Inc.

Responsibilities same as below, acquired by LASON from FDB, Inc. with purchase.

4-1-91 to 12-31-97 (81 MO)

VICE PRESIDENT - GOVERNMENT SECTOR. Florida Data Bank, Inc.

Primary responsibilities include: provide a wide range of consulting services to include but not limited to writing Records Management Plans, writing procedures, writing records retention schedules, and writing vital records protection plans; identify records for destruction, manage Government accounts; develop new services and accounts; and maintain expertise in Florida Public Records Law and Florida Department of State requirements. Instruct classes for the Florida Institute of Government at Colleges and Universities throughout Florida in Public Records Law and Management.

2-15-91 to 3-30-91 (1.5 MO)

Planner IV. Bureau of Local Planning, Division of Resource Planning and Management, Florida Department of Community Affairs. Primary responsibilities included: management of public records relative to local comprehensive plan process.

5-31-89 to 2-14-91 (20.5 MO)

Records and Information Management Program Manager. Management Information, General Services, Administrative Services, Florida Department of Health and Rehabilitative Services. Primary duties included: management of two million cubic feet of records statewide; supervise the programs of 12 district records managers; review pending legislation; and design and implement new records systems. Monitor each district on site, one week each year.

10-25-88 to 5-30-89 (7 MO)

Planner II. Bureau of Local Planning, Division of Resource Planning and Management, Florida Department of Community Affairs. Primary responsibility: design and implement records system to manage public records relative to local comprehensive plan process, Rule 9J-5, F.A.C.

1-23-84 to 10-24-88 (57 MO)

Management Analyst II. Bureau of Archives and Records Management, Division of Library and Information Services, Florida Department of State. Primary duties included: conduct regional seminars on Public Record Laws; provide consulting services to state and local governments; review pending legislation; design records systems; draft standards and procedures and general records schedules.

9-27-85 to 12-31-85 (3 MO)

Information Management Consultant. Florida Police Benevolent Association, Inc. Duty: design system and forms to manage *request for service* functions.

9-14-81 to 1-22-84 (28 MO)

Records Management Analyst I. Bureau of Records and Information Management, Division of Archives, History and Records Management, Florida Department of State. Duties very similar to Management Analyst II described above, yet on a smaller scale.

9-4-79 to 9-13-81 (24 MO)

Salvage and Exploration Field Supervisor. Bureau of Historic Sites and Properties, Division of Archives, History and Records Management, Florida Department of State. Primary duties included: supervise nine employees employed in underwater salvage of antiquities; act as Records Custodian; coordinate record disposition with Bureau of Records and Information Management.

12-78 to 9-79

Self employed while traveling on personal sailboat.

6-69 to 11-78 (61 MO *Total*)

Various positions throughout State government, primarily with the Department of State, all records related. Duties included entry-level micrographic position; records storage and retrieval functions; and various administrative positions related to records management.

Three months beginning April 1976, traveled from Tallahassee, Florida to San Diego, California by bicycle for fun.

Professional Association Positions:

Tallahassee Association of Records Managers and Administrators (ARMA)
Board of Directors, 3-83 to 10-85,
Tallahassee ARMA 1984 Chapter Member of the Year.
Tallahassee ARMA President, two terms, 10-1-85 to 7-1-88, and
Tallahassee ARMA Chairman of the Board, 7-1-88 to 7-1-89.

Memberships:

Husband

King's Baptist Church, Adult Sunday School Teacher, Bible Study Teacher,
Budget Committee Chairman, Finance Director, Revival Committee, Pastor
Search Committee, Personnel Team, Trustee

The Gideons International, President Indian River Camp
Gideon State Convention Chaplin
Space Coast Area Director

Presentations:

Over 5,000 hours of public speaking, to include many hundreds of records management lectures to a wide range of audiences - at regional conferences like the South Atlantic Archives and Records Conference, Florida Records Management Association and the National Association of Government Archives and Records Administrators; to special training functions like the Florida Association of Code Enforcement Officers, Florida Tax Collector and Property Appraiser Conferences, Government Career Development Institutes for Florida Municipal Clerks, Florida Department of Revenue for PA and TC and the Florida Clerk of the Courts Association. Regularly conduct a two day Certificate Program on Public Records Law and Public Records Management for the University System at FSU, UCF, FAU, FIU and Palm Beach Community College. Conducted a 32-hour lecture for newly elected Clerks of the Court under contract with FSU, together with a Digest. Recently venues are including international conferences for Sea Ports and Airports.

Publications:

Digest, Records Management for Florida Clerk's of the Court, Published by Florida State University.

Regular monthly columnist, during 2003 for *Records Management Technology* (RMT) an Industry Magazine.

Draft Florida Statutes

Draft Florida Administrative Codes

General Records Schedules for the Florida Department of State.

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