



MT. VERNON

COMMUNITY SCHOOL CORPORATION

TO: Members of the Board
FROM: Gwen Scrogam
RE: Destruction of Records
DATE: February 24, 2020

I would like to request permission to destroy records that no longer need to be kept and have already gone through an official audit. The destruction is allowed per the Indiana Commission on Public Records guidelines. I have attached a list of the records I am asking to be destroyed.

Thank you for your consideration.

www.mvcsc.k12.in.us

SCHOOL BOARD: Kellie Freeman Tony May Shannon Walls Beth Smith Mike McCarty
1806 W. State Road 234, Fortville, IN 46040 ♦ Office: (317) 485-3100 ♦ Fax: (317) 485-3113
Twitter.com/MVCSC_District ♦ Facebook.com/MtVernonSchoolDistrict



NOTICE OF DESTRUCTION OF NONPERMANENT RECORDS (Local Government Public Records)

State Form 44905 (R7 / 7-15)

INDIANA ARCHIVES AND RECORDS ADMINISTRATION
402 West Washington Street, Room W472
Indianapolis, Indiana 46204
Telephone: 317 232-3380
cta@iara.in.gov

- INSTRUCTIONS:**
1. This form may be used only for the destruction of nonpermanent records. Use State Form 30505, Request for Permission to Destroy or Transfer Certain Public Records (PR-1), to request destruction of permanent records.
 2. Complete all Contact and Record Series Information fields.
 3. Send the original to the secretary of the County Commission of Public Records.
 4. Send a copy of this form to the Indiana Archives and Records Administration at the above address.
 5. Delay destruction of records listed for thirty (30) days. During this period, the Indiana Archives and Records Administration will review the request and may follow up with the requestor. If the requestor is not contacted by the Indiana Archives and Records Administration during this period, the records may be destroyed.
 6. Complete the Destruction Information fields and retain a copy of the completed form for your records.

RECORDS MEASUREMENT TABLE

1 Archives box (10" x 12" x 15") inside = 1 cubic foot of records	1 Linear foot of 8 1/2" x 14" documents = 1 cubic foot
1 Letter size file drawer = 1 1/2 cubic feet of records	1 Linear foot of 8 1/2" x 11" documents = 4/5 cubic feet
1 Legal size file drawer = 1 1/2 cubic feet of records	1 Linear foot of tab cards = 1/6 cubic feet
1 Number 11 record transfer box = 2 cubic feet of records	1 Linear foot of 3" x 5" cards = 1/9 cubic feet

CONTACT INFORMATION

Name of office Mt. Vernon Community School Corporation	Date submitted to secretary and IARA (month, day, year) February 24, 2020	County Hancock
Address (number and street) 1806 W. State Road 234	City Fortville	ZIP code 46040
Name of contact person Gwen Scrogam	Telephone number (317) 485-3100	E-mail address gwen.scrogam@mvcsc.k12.in.us

RECORD SERIES INFORMATION

TITLE OF RECORDS TO BE DESTROYED	DATE OF RECORDS	RECORD SERIES NUMBER	VOLUME (cubic feet)
Receipts	1/2013-12/2013	GEN 10-10	1.5 cu. ft.
Purchase Orders	2008	GEN 10-11	1.5 cu. ft.
Cancelled Checks	7/1/08-12/31/09	GEN 10-14	1.5 cu. ft.
Bank Statements	2007	GEN 10-19	1.5 cu. ft.
Food Service Guidelines	2008-2012	EDA 16-021	10.5 cu. ft.
Daily Production Sheets	2010-2014	EDA 16-022	6.0 cu. ft.
Milk & Bread Bids	6/14/10-6/13/11	EDA 16-023	3.0 cu. ft.
Student Medical Files	2014	EDA 16-066	1.5 cu. ft.
Attendance Records	2010-2012	EDS 16-002	1.5 cu. ft.
Daily School Lunch Reports	6/10-5/12	EDS 16-014	6.0 cu. ft.
Notification Letters for School Meals	2010-2013	EDS 16-015	3.0 cu. ft.
Weekly School Lunch Reports	8/10-6/12	EDS 16-017	4.5 cu. ft.

DESTRUCTION INFORMATION

Records destroyed according to a retention schedule approved for use by the Oversight Committee on Public Records.

Signature of official destroying records 	Date signed (month, day, year) 02/24/2020
Printed name of official destroying records Greg Elkins	Position Chief Financial Officer
	Date records destroyed (month, day, year)