

TO:

Members of the Board

FROM:

Gwen Scrogham

RE:

Destruction of Records

DATE:

December 14, 2020

I would like 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.



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 cty@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.
- Complete all Contact and Record Series Information fields.
- Send the original to the secretary of the County Commission of Public Records.
- Send a copy of this form to the Indiana Archives and Records Administration at the above address.
- 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.

Complete the Destruction Information fields			coras.		
RECOR	DS MEASUREMENT	TABLE			
 1 Archives box (10" x 12" x 15") inside = 1 cubic foot of records 1 Letter size file drawer = 1 1/2 cubic feet of records 1 Legal size file drawer = 1 1/2 cubic feet of records 1 Number 11 record transfer box = 2 cubic feet of records 		 1 Linear foot of 8 1/2" x 14" documents = 1 cubic foot 1 Linear foot of 8 1/2" a 11" documents = 4/5 cubic feet 1 Linear foot of tab cards = 1/6 cubic feet 1 Linear foot of 3" x 5" cards = 1/9 cubic feet 			
CC	NTACT INFORMATI				
Name of office Mt. Vernon Community School Corporation	Date submitted to section 12/14/20	retary and IARA (month, day, yea	Hanco	,	
Address (number and street) 1806 W. State Road 234		Fortville		ZIP code 46250	
	hone number 17) 485-3100	E-mail address gwen.scrogham@mv	csc.k12.in	c.k12.in.us	
RECO	RD SERIES INFORM	ATION			
TITLE OF RECORDS TO BE DESTROYED	DATE OF RECORD	S RECORD SERIES	NUMBER	VOLUME (cubic feet)	
Food Service Production Sheets	2011-2015	EDA 16-022		4.5 cubic feet	
Purchase Orders	2009	GEN 10-11		1.5 cubic feet	
Records of Deposit/Receipts	7/2013-12/2014	4 GEN 10-10		1.5 cubic feet	
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				-	
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,				
Printed name of official destroying records Position			Date records	destroyed (month, day, year)	



TO:

Board of School Trustees

FROM:

Kay Burdine, MVMS Treasurer

RE:

Destruction of Records

DATE:

December 14, 2020

I would like to request permission for the attached list of records be destroyed as they no longer need to be kept per the Approved Retention Schedule.

Thank you for your consideration.



NOTICE OF DESTRUCTION OF COUNTY / LOCAL GOVERNMENT RECORDS IN ACCORDANCE WITH AN APPROVED RETENTION SCHEDULE

State Form 44905 (R8 / 4-20)

INDIANA ARCHIVES AND RECORDS ADMINISTRATION COUNTY / LOCAL RECORDS MANAGEMENT

402 West Washington Street, Room W472 Indianapolis, Indiana 46204 Telephone: 317 232-3380 E-mail: cty@iara.in.gov

This form is to be used only for documenting the destruction of records as scheduled on an approved county / local records retention schedule.

For: a) requests to dispose of records not listed on a retention schedule, or b) requests to transfer records listed on a retention schedule as PERMANENT to a local historical entity (instead of maintaining them in the originating office or transferring them to the Indiana Archives), use State Form 30505, Request for Exception to County / Local Retention Schedule or Permission to Dispose of Unscheduled County/Local Public Records (PR-1).

INSTRUCTIONS: 1.

- Complete ALL Contact and Record Series Information fields. Record Series Number is REQUIRED for all records listed.
 - a. If you do not know the Record Series Number, contact IARA's County/Local Records Management section for more information.
 - b. If the records do not have a Record Series Number, use State Form 30505 as described above.
- 2. Send one (1) copy to IARA's County/Local Records Management Section at the address listed above. IARA will respond ONLY if there is a question or problem with the information on the form.
- 3. Delay destruction for thirty (30) days. If there is no contact from IARA within that time, the records may be destroyed.
- 4. Complete the Destruction Information fields.
- Send one (1) copy of the completed form to the secretary of your County Commission of Public Records, and retain one (1) for your records.

	CONTACT INFORMA	TION	
Name of office		bmitted to IARA (month, day, year)	County
MT Vernon Middle School	121	15/2020	HANCOCK
Address (number and street)	City		ZIP code
1862 W SR 234	For	fuille	46040
Name of contact person	Telephone number	E-mail address	
Kay Burdine	(317) 485-3160 Ext 2503 Kay.		line omvesc. KIR.in. 45
	RECORD SERIES INFOR	MATION	
RECORD SERIES TITLE OF RECORDS TO BE DESTROYED	DATE RANGE OF RECORDS (m/yyyy to m/yyyy)	RECORD SERIES NUMBER (REQUIRED)	VOLUME (number of boxes, rolls, etc.)

RECORD SERIES INFORMATION						
RECORD SERIES TITLE OF RECORDS TO BE DESTROYED			F RECORDS m/yyyy)	RECORD SERIES NUMBER (REQUIRED)	VOLUME (number of boxes, rolls, etc.)	
Discipline Files	2005	to	2016	ED5-16-032	Le Letter Boxes	
Dailey Student Attendance	2010	to	2017	EDS-14-003	8 Letter Boxes	
Counselor Files	2012	to	2015	EDB-16-059	3 Letter Boxes	
Sports Physicals	2012	to	2013	EDS-16-024	1 Letter Box	
Grade Books	2012	to	2015	ED5-16-018	3 Letter Boxes	
Teacher Lesson Plans	2011	to	2015	ED5-16-045	3 Letter Boxes	
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DESTRUCTION INFORMATION					
These records were destroyed according to a retention schedule approved for use by the Indiana Oversight Committee on Public Records.					
Signature of official destroying records		Date signed (month, day, year)			
Printed name of official destroying records	Position	Date records destroyed (month, day, year)			



TO:

Board of School Trustees

FROM:

Teresa McGow, MCE Treasurer

RE:

Destruction of Records

DATE:

December 14, 2020

I would like to request that the attached list of records be destroyed as they are no longer needed. The destruction is allowed per the Indiana Commission on Public Records Approved Retention Schedule.

Thank you for your consideration.



NOTICE OF DESTRUCTION OF COUNTY / LOCAL GOVERNMENT RECORDS IN ACCORDANCE WITH AN APPROVED RETENTION SCHEDULE

State Form 44905 (R8 / 4-20)

INDIANA ARCHIVES AND RECORDS ADMINISTRATION COUNTY / LOCAL RECORDS MANAGEMENT

402 West Washington Street, Room W472 Indianapolis, Indiana 46204 Telephone: 317 232-3380 E-mail: cty@iara.in.qov

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 - b. If the records do not have a Record Series Number, use State Form 30505 as described above,
- 2. Send one (1) copy to IARA's County/Local Records Management Section at the address listed above. IARA will respond ONLY if there is a question or problem with the information on the form.
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	CONTACT IN	IFORMATION		
Name of office Mt. Comfort Elementary School		Date submitted to IARA (mo 12/04/2020	nth, day, year)	County Hancock
Address (number and street) 5694 W 300 N		City Greenfield		ZIP code 46140
Name of contact person Teresa McGow-Russell	Telephone number (317) 894-7667		E-mail address teresa.mcgo	ow@mvcsc.k12.in.us

RECORD SERIES INFORMATION				
RECORD SERIES TITLE OF RECORDS TO BE DESTROYED	DATE RANGE OF RECORDS (m/yyyy to m/yyyy)	RECORD SERIES NUMBER (REQUIRED)	VOLUME (number of boxes, rolls, etc.)	
Guidance Notes	09/1999 to 06/2018	EDA-16-059	4	
Lunch Tickets	09/1999 to 06/2002	EDS-16-017	8	
ECA Records	06/1999 to 05/2014	EDC-16-012	18	
	to			
	to		-	

DESTRUCTION INFORMATION				
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Signature of official destroying records		Date signed (month, day, year)		
Printed name of official destroying records	Position	Date records destroyed (month, day, year)		