



MT. VERNON

COMMUNITY SCHOOL CORPORATION

TO: Members of the Board
FROM: Gwen Scrogam
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.

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

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



MT. VERNON

COMMUNITY SCHOOL CORPORATION

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.

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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: ctv@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.
 5. 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 INFORMATION

Name of office <i>MT Vernon Middle School</i>	Date submitted to IARA (month, day, year) <i>12/15/2020</i>	County <i>HANCOCK</i>
Address (number and street) <i>1862 W SR 234</i>	City <i>Fortville</i>	ZIP code <i>46040</i>
Name of contact person <i>Kay Burdine</i>	Telephone number <i>(317) 485-3160 Ext 2503</i>	E-mail address <i>Kay.burdine@mvschools.in.us</i>

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.)
<i>Discipline Files</i>	<i>2005</i> to <i>2016</i>	<i>EDS-16-032</i>	<i>6 Letter Boxes</i>
<i>Daily Student Attendance</i>	<i>2010</i> to <i>2017</i>	<i>EDS-16-003</i>	<i>8 Letter Boxes</i>
<i>Counselor Files</i>	<i>2012</i> to <i>2015</i>	<i>EDS-16-059</i>	<i>3 Letter Boxes</i>
<i>Sports Physicals</i>	<i>2012</i> to <i>2013</i>	<i>EDS-16-024</i>	<i>1 Letter Box</i>
<i>Grade Books</i>	<i>2012</i> to <i>2015</i>	<i>EDS-16-018</i>	<i>3 Letter Boxes</i>
<i>Teacher Lesson Plans</i>	<i>2011</i> to <i>2015</i>	<i>EDS-16-045</i>	<i>3 Letter Boxes</i>
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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)



MT. VERNON

COMMUNITY SCHOOL CORPORATION

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.

www.mvcsc.k12.in.us

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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

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CONTACT INFORMATION

Name of office Mt. Comfort Elementary School		Date submitted to IARA (month, day, year) 12/04/2020	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.mcgow@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
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Signature of official destroying records		Date signed (month, day, year)
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