

MT. VERNON HIGH SCHOOL

Casey Dodd
Principal

Engage, Educate and Empower Today's Students

Stan Wilkison
Assistant Principal

Anita Glaze
Assistant Principal



Jamie Beaver
Director of Counseling

July 6, 2022

**Mt. Vernon Community School Corporation
School Board Members:**

The following records are on the Indiana Archives and Records Administration retention schedule. I have e-mailed notification to them that I would like to destroy these records. There is a 30 day waiting period for them to review the request. In addition I will wait 30 days after the July 2022 board meeting to ensure you do not have any questions. After that time frame has passed I will have the records destroyed and send notification to the Hancock County Commission of Public Records.

Thank you,

A handwritten signature in black ink that reads 'Lisa Tappy'. The signature is fluid and cursive.

Lisa Tappy
MVHS Treasurer

"DEFENDING THE SHIELD DAILY"

8112 N. 200 W Fortville, Indiana 46040

Telephone 317/485-3131

Fax 317/485-3154

AN INDIANA DEPT. OF EDUCATION - "A" FOUR-STAR HIGH SCHOOL SINCE 2011



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

State Form 44905 (R9 / 6-22)

INDIANA ARCHIVES AND RECORDS ADMINISTRATION
COUNTY / LOCAL RECORDS MANAGEMENT
402 West Washington Street, Room W472
Indianapolis, Indiana 46204
Telephone: 317 232-3380
E-mail: clt@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 scheduled 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. Destroy records in accordance with the listed Record Series Number and complete the Destruction Information fields on this form.
 3. Send one (1) copy of the completed form to the secretary of your County Commission of Public Records for inclusion in the minutes of the next meeting and retain one (1) for your records.

CONTACT INFORMATION			
Name of office Mt. Vernon High School Treasurers Office		County Hancock	
Address (number and street) 8112 N. 200 West		City Fortville	ZIP code 46040
Name of contact person Lisa Tappy	Telephone number 317-485-3131 ext 1765		E-mail address Lisa.Tappy@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.)
Receipts	6/2015 to 5/2016	GEN 10-10	2
Bank Statements	6/2011 to 5/2012	GEN 10-11	1/2
Checks-stubs,cancelled,voided	6/2011 to 5/2012	GEN 10-11	1/2
Account Ledgers	6/2011 to 5/2012	GEN 10-11	1/2
Claims for payment	6/2011 to 5/2012	GEN 10-11	1
	to		
	to		
	to		
	to		
	to		
	to		
	to		

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)