



MT. VERNON

COMMUNITY SCHOOL CORPORATION

Engage, Educate & Empower Today's Students

Date: May 17, 2021
To: Board of Trustees
From: Lisa Tappy, Treasurer

I am requesting permission to destroy the attached list of 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.

Thank you for your consideration.

www.mvcsc.k12.in.us

SCHOOL BOARD: Kellie Freeman Tony May Chad Gray Shannon Walls Phil Edwards

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 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: clty@lara.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 Mt. Vernon High School Treasurers Office | Date submitted to IARA (month, day, year) May 3, 2021 | 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.) |
|---------------------------------------------------|---------------------------------------------|------------------------------------|------------------------------------------|
| Book Rental Fees | 6/2011 to 5/2015 | Gen 10-10 | 4 boxes |
| Receipts | 6/2011 to 5/2015 | Gen 10-10 | 4 boxes |
| Cancelled Checks | 06/2006 to 5/2010 | Gen 10-11 | 1 box |
| | to | | |
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| | 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) |