



# MT. VERNON

COMMUNITY SCHOOL CORPORATION

*"Engage, Educate, and Empower Today's Students"*

TO: Members of the Board  
FROM: Gwen Scroggum  
RE: Destruction of Records  
DATE: December 13, 2021

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.

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

1806 W. State Road 234, Fortville, IN 46040 • [www.MVCSC.k12.in.us](http://www.MVCSC.k12.in.us) • 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: [cty@iara.in.gov](mailto: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.
  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 Community School Corporation		Date submitted to IARA (month, day, year) 12/13/21	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@mvsc.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.)
Board Bills	12/1/10 to 10/31/11	GEN 10-11	2 boxes
Food Service Production Reports	2014 to 2016	EDA 16-022	1 box
Food Service Lunch Reports	2011 to 2016	EDS 16-017	4 boxes
Food Service Notification Letters	2013 to 2015	EDS 16-015	2 boxes
Certification/Absence Records	2011 to 2013	EDA 16-001	2 boxes
Time Sheets	2013 to 2016	GEN 10-11	5 boxes
	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 <i>Gwen Scrogam</i>		Date signed (month, day, year) 12/13/2021
Printed name of official destroying records Gwen Scrogam	Position Administrative Assistant	Date records destroyed (month, day, year)