



# 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](mailto: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 Mt Vernon Elementary School/Fortville Elementary School	Date submitted to IARA (month, day, year) 3/10/22	County Hancock County
Address (number and street) 8414 N. 200 West	City Fortville	ZIP code 46040
Name of contact person Carla Nugent	Telephone number ( 317 ) 485-3180 ext 4144	E-mail address <a href="mailto:carla.nugent@mvcsc.k12.in.us">carla.nugent@mvcsc.k12.in.us</a>

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.)
Front office Daily Records	7-1998 to 5-2014	GEN 10-04	8
Book Rental Collections Receipts	7-1998 to 5-2014	GEN-10-10	8
ECA Receipts	7-1998 to 5-2014	GEN-10-10	8
ECA Expenditures	7-1998 to 5-2014	GEN-10-10	8
	to		
	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)