



**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: 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 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 Community School Corporation		County Hancock	
Address (number and street) 1806 N State Road 234		City Fortville	ZIP code 46040
Name of contact person Cliff Bailey/Carla Nugent	Telephone number 317-485-3100		E-mail address carla.nugent@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.)
ED 16-034 SLP Assessment Score Books/test sheets	4/1991 to 8/2011	ED 16-034	15 boxes
	to		
	to		
	to		
	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 Carla Nugent	Position Administrative Assistant	Date records destroyed (month, day, year) June 30, 2023