



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

State Form 44905 (R10 / 4-23)

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@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 requests to dispose of records not listed on a retention schedule use State Form 30505. For 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 57236.

- 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 Highschool Attendance office		County Hancock
Address (number and street) 811a N. 200 W.		City Fortville
		ZIP code 46040
Name of contact person	Telephone number	E-mail address

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.)
Attendance Records	2013 to 2014	ED23-001	1 Bankers Box
Attendance Records	2014 to 2015	ED 23 - 001	1 Bankers Box
Attendance Records	2015 to 2016	ED 23 - 001	1 Bankers Box
Attendance Records	2016 to 2017	ED 23 - 001	1 Bankers Box
Attendance Records	2017 to 2018	ED 23 - 001	1 Bankers Box, 1 Paper Box
Attendance Records	2018 to 2019	ED 23 - 001	1 Bankers Box, 1 Paper Box
Attendance Records	2019 to 2020	ED 23 - 001	2 Paper Boxes
	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)