



**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: clt@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 Community School Corp - Finance Dept		County Hancock	
Address (number and street) 1806 W. State Rd 234		City Fortville	ZIP code 46040
Name of contact person Ann Shirley	Telephone number 317-485-3100	E-mail address Ann.Shirley@MVCS.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.)
Receipts IDOE Reports	2006 to 2014	GEN ID -10	1
Budget	1999 to 2000	GEN ID -26	1
Budget	2001 to 2003	GEN ID -26	1
Budget	2003 to 2005	GEN ID -26	1
Budget	2006 to 2007	GEN ID -26	1
Budget	2008 to 2009	GEN ID -26	1
Budget	2009 to 2011	GEN ID -26	1
Budget	2011 to 2014	GEN ID -26	1
Finance MISC. Budgets	2005 to 2010 ²	GEN ID -26	1
Komputrol Misc.	2012 to 2013	GEN ID -11	1
Komputrol	2013 to 2014	GEN ID -11	1
Bond Payments	2006 to 2013	GEN ID -25	1

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)



**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 Community School Corp - Finance Dept		County Hancock	
Address (number and street) 1806 W. State RD 234		City Fortville	ZIP code 46040
Name of contact person Ann Shirley	Telephone number 317-485-3100	E-mail address annshirley@mversc.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.)
Vendor Check Copies	2012 to 2013	GEN ID-11	1
Grants	1996 to 2013	GEN ID-25	1
Audits	1971 to 2013	GEN ID-11	1
Grant Reports	1988 to 2010	GEN ID-25	1
Grant Agreements	1990 to 2012	GEN ID-25	1
Financial Reports	2011 to 2011	GEN ID-10	1
Financial Statements	2010 to 2012	GEN ID-11	1
Insurance Finance	2009 to 2012	GEN ID-04	1
Bonds	2001 to 2005	GEN ID-25	1
	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)