



**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@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 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 Corporation		County Hancock	
Address (number and street) 1806 W SR 234		City Fortville	ZIP code 46040
Name of contact person Kasey Pasyk	Telephone number 317-485-3100		E-mail address kasey.pasyk@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.)
Sales Activity Report	2015 to 2019	GEN 10-10	1
Deposit Books	2015 to 2017	GEN 10-10	1
Meal Counts	2015 to 2016	GEN 10-10	1
Year End Balances	2014 to 2015	GEN 10-10	1
Professional Standards	2020 to 2021	USDA Record	1
Temperature Logs	2016 to 2021	GEN 10-04	1
Food Inventory	2012 to 2015	GEN 10-11	1
Equipment Inventory	2012 to 2015	GEN 10-11	1
Bids	2012 to 2015	GEN 10-25	1
Health Inspections	2012 to 2016	USDA Record	1
Menus	2013 to 2016	GEN 10-04	1
NSF Checks	2015 to 2017	GEN 10-10	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)



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Commodity Inventory	2012 to 2012	GEN 10-11	1
Annual Financial Report	2013 to 2015	GEN 10-11	1
Free and Reduced	2014 to 2015	GEN 10-11	1
Paid Lunch Equity	2014 to 2015	GEN 10-11	1
Verification	2014 to 2015	GEN 10-11	1
CNP Web Claims	2014 to 2015	GEN 10-11	1
Summer Food Service Program	2017 to 2018	GEN 10-10	1
	to		
	to		
	to		
	to		
	to		

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