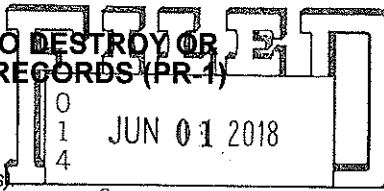




REQUEST FOR PERMISSION TO DESTROY OR TRANSFER CERTAIN PUBLIC RECORDS (PR-1)

State Form 30505 (R6 / 6-15)



INDIANA ARCHIVES AND RECORDS ADMINISTRATION

402 West Washington Street, Room W472

Indianapolis, Indiana 46204

Telephone: 317-232-3380

cty@iara.in.gov

INSTRUCTIONS:

1. Prepare in quintuplicate (five (5) copies).
2. The original and three (3) copies must be filed with the County Commission of Public Records and a copy retained by the originating agency.
3. Upon approval by the County Commission, the Secretary must forward one (1) copy to the Indiana Archives and Records Administration at the above address; ~~one (1) copy to the State Historical Society (if any);~~ and retain the original and one (1) copy for sixty (60) days, during which time the records may be procured by an active genealogical or historical society of the county or by the Indiana Archives and Records Administration, State Archives Division.
4. Upon the expiration of sixty (60) days the copy retained shall be forwarded to the agency, as authority to dispose of the records in accordance with the action thereon by the County Commission.
5. The original shall be preserved as a part of the minutes of the County Commission.

RECORDS MEASUREMENT TABLE

1 Archives box (10" x 12" x 15") inside = 1 cubic foot of records	1 Linear foot of 8 1/2" x 14" documents = 1 cubic foot
1 Letter size file drawer = 1 1/2 cubic feet of records	1 Linear foot of 8 1/2" x 11" documents = 4/5 cubic feet
1 Legal size file drawer = 1 1/2 cubic feet of records	1 Linear foot of tab cards = 1/6 cubic feet
1 Number 11 record transfer box = 2 cubic feet of records	1 Linear foot of 3" x 5" cards = 1/9 cubic feet

TO BE COMPLETED BY THE ORIGINATING AGENCY OR OFFICE.

Name of government agency Milford Public Library		Date (month, day, year) May 29, 2018
Address of government agency (number and street, city, state, and ZIP code) 101 N. Main Street, Milford, Indiana 46542		
Name of contact person Julia A. Frew	Telephone number (574) 658-4312	E-mail address jfrew@milford.lib.in.us
Type of request (check one) <input checked="" type="checkbox"/> Request to destroy <input type="checkbox"/> Request to microfilm and destroy <input type="checkbox"/> Request to destroy previously microfilmed originals <input type="checkbox"/> Request to transfer to: _____		

TO: Secretary, Commission of Public Records, of Kosciusko County, Indiana

NAME OR DESCRIPTION OF RECORDS	VOLUME OF RECORDS (See records measurement table.)	DATE OF RECORDS (month, day, year)
receipts, vouchers, check copies, bank statements, employee time sheets, correspondence, deposit forms	1 1/2 cubic feet of records	Jan. 1-Dec. 31 1997
receipts, vouchers, check copies, bank statements, employee time sheets, correspondence, deposit forms	1 1/2 cubic feet of records	Jan. 1-Dec. 31 1998
receipts, vouchers, check copies, bank statements, employee time sheets, correspondence, deposit forms	1 1/2 cubic feet of records	Jan. 1-Dec. 31 1999
receipts, vouchers, check copies, bank statements, employee time sheets, correspondence, deposit forms	1 1/2 cubic feet of records	Jan. 1-Dec. 31 2000
receipts, vouchers, check copies, bank statements, employee time sheets, correspondence, deposit forms	1 1/2 cubic feet of records	Jan. 1-Dec. 31 2001
receipts, vouchers, check copies, bank statements, employee time sheets, correspondence, deposit forms	1 1/2 cubic feet of records	Jan. 1-Dec. 31 2002
receipts, vouchers, check copies, bank statements, employee time sheets, correspondence, deposit forms	1 1/2 cubic feet of records	Jan. 1-Dec. 31 2003
receipts, vouchers, check copies, bank statements, employee time sheets, correspondence, deposit forms	1 1/2 cubic feet of records	Jan. 1-Dec. 31 2004
receipts, vouchers, check copies, bank statements, employee time sheets, correspondence, deposit forms	1 1/2 cubic feet of records	Jan. 1-Dec. 31 2005
receipts, vouchers, check copies, bank statements, employee time sheets, correspondence, deposit forms	1 1/2 cubic feet of records	Jan. 1-Dec. 31 2006
receipts, vouchers, check copies, bank statements, employee time sheets, correspondence, deposit forms	1 1/2 cubic feet of records	Jan. 1-Dec. 31 2007

All of the above records have met their retention requirements in an applicable schedule as of January 1, of the present year. All records requiring audit have been audited by the State Board of Accounts for the period indicated; the report of the audit is on file and does not show any exceptions taken or unsettled charges.

Approved by:	Title Director	Date (month, day, year) May 29, 2018
Requested by:	Title Director	Date (month, day, year) May 29, 2018