



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

ity@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 county 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 = 1/8 cubic feet

TO BE COMPLETED BY THE ORIGINATING AGENCY OR OFFICE.

Name of government agency Whitko Community Schools		Date (month, day, year) 7/16/19
Address of government agency (number and street, city, state, and ZIP code) 710 N SR 5, Suite B, Larwill, Indiana 46764		
Name of contact person Vicki Camden	Telephone number (260) 327-3677	E-mail address vicki.camden@whitko.org
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 <u> Kosciusko </u> County, Indiana		
NAME OR DESCRIPTION OF RECORDS	VOLUME OF RECORDS (See records measurement table.)	DATE OF RECORDS (month, day, year)
Purchase Orders	.5	1/1/15-12/31/15
AP Claims	12	1/1/12-12/31/12
Health Insurance	.125	January - December 2012
Payroll	4	1/1/13-12/31/13
Payroll	1	9/11/12-12/19/12
Free & Reduced Applications	.250	2013
 1 2 6 CLERK, KOSCIUSKO CIRCUIT & SUPERIOR COURTS		

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	Date (month, day, year)
Requested by: Vicki Camden	Title Deputy Treasurer	Date (month, day, year) 7/16/19



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TO BE COMPLETED BY THE ORIGINATING AGENCY OR OFFICE.

Name of government agency Whitko Community Schools		Date (month, day, year) 6/7/18
Address of government agency (number and street, city, state, and ZIP code) 710 N SR 5, Suite B, Larwill, Indiana 46764		
Name of contact person Vicki Camden	Telephone number (260) 327-3677	E-mail address vicki.camden@whitko.org
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 <u>Kosciusko</u> County, Indiana		
NAME OR DESCRIPTION OF RECORDS	VOLUME OF RECORDS (See records measurement table.)	DATE OF RECORDS (month, day, year)
Purchase Orders	.5	Jan. - Dec. 2014
Bank Statements	1	Jan. - Dec. 2006
Bank Statements	1	Jan. - Dec. 2007
AP Claims	12	Jan. - Dec. 2011
Payroll	1	Dec. 2011 - March 2012
Payroll	1	April 2012 - Aug. 2012
Free & Reduced	1	2010, 2011, 2012, 2013
Receipts	1	Jan. - Dec. 2013
Health Insurance	.125	Jan. - Dec. 2011

FILED
 JUN 08 2018

Ann Joray
 CLERK KOSCIUSKO CIRCUIT COURT

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Approved by:	Title	Date (month, day, year)
Requested by:	Deputy Treasurer	6/7/18