



DO NOT DESTROY RECORDS

State Form 47167 (R2 / 6-15)

**INDIANA ARCHIVES AND RECORDS ADMINISTRATION
INDIANA STATE RECORDS CENTER**

6400 East 30th Street
Indianapolis, IN 46219
Telephone: (317) 591-5326
Fax: (317) 591-5328

- INSTRUCTIONS:**
1. Use this form if you have received State Form 16, "Records Destruction Notification," from the Records Center and the records may not be destroyed due to ongoing litigation or a pending audit.
 2. Fill out this form completely and forward to the Records Center at the above address.

AGENCY INFORMATION

Reason records may not be destroyed (*check one*)

- State Audit Pending
- Federal Audit Pending
- State / Federal litigation (*copy of court order attached*)
- Other: _____

New destruction date (*month, day, year*)

Signature of Agency Records Coordinator

Date of signature (*month, day, year*)

Printed name of Agency Records Coordinator