

## REQUEST FOR PERMISSION TO DESTROY CERTAIN PUBLIC RECORDS (PR-1A) State Form 30505 (R10 / 4-23)

## Contact the Indiana Archives and Records Administration at cty@iara.in.gov before filling out this form.

Parts 1 - 5 must be completed prior to submitting to the Secretary of the County Commission on Public Records.

PART 1		TION					
To be completed by originating government agency or active generation and address of originating government agency or genealogical / h				on to destroy certain public records.			
		Street, City, State, and ZIP Cou	e)				
Name of originating government agency or genealogical / historical entity representative		Telephone number	E- mail	E- mail address			
Signature of originating government agency or genealogical / historical entity representative				Date (month, day, year)			
PART 2	DESTRUCTION REQU	EST					
Note: Public records with disclosure restrictions must be destroyed in such a manner that they cannot be read or recreated in accordance with IC 5-15-5.1-13, and may only be destroyed by the originating government agency or with written permission from the Indiana Archives. Public records may not be sold.							
Destroy ( <i>select one</i> ): Nonscheduled records							
Method of destruction ( <i>select one</i> ):							
Shredding Incineration Other method approved	by the Indiana Archives	·					
		DS TO BE DESTROYED					
If you need additional space, make as many copies as necessa							
NAME OR DESCRIPTION OF RECORDS (record series number is required for records on a retention schedule)	_	UME OF RECORDS s, folders, film rolls, data, et ce	tera)	DATE RANGE OF RECORDS (month / year to month / year)			
				to			
				to			
				to			
				to			
				to			
				to			
				to			
				to			
				to			
				to			
				to			
				to			
				to			
				to			
				to			
				to			
				to			
				to			

PART 3 RES	SPONSE BY	THE INDIANA ARCH	IVES			
Required: To be completed by an Indiana Archives representa	ative before su	bmission to the Coun	ty Commissi	on of Public Re	cords.	
Name of Indiana Archives representative	Telephone nu		-	E-mail address		
The Indiana Archives <b>wishes</b> to procure the records descr	ribed in Part 2					
The Indiana Archives <b>does not wish</b> to procure any of the	e records desc	ribed in Part 2.				
List all records you wish to procure below. Write "All" if you wish to proc	cure all records	listed in Part 2.				
Signature of Indiana Archives representative					Date signed (month, day, year)	
PART 4 AC	TION BY THE	INDIANA ARCHIVE	S			
Required: To be completed by an Indiana Archives representa	ative before su	bmission to the Coun	-		cords.	
Name of Indiana Archives representative	Telephone nu	mber	E-mail add	dress		
The Indiana Archives approves the request to destroy the	e records desc	ribed in Part 2.	•			
The Indiana Archives <b>denies</b> the request to destroy the re-						
List any limitations, exceptions, or reasons for denial below:						
Signature of Indiana Archives representative					Date signed (month, day, year)	
PART 5 RESPONSE F		LOGICAL / HISTORI	CAL ENTITY	1		
Required: To be completed by a representative of each active g	genealogical / h	nistorical entity of the o	countv. before	e submission to	the County Commission of Public	
Records		-				
Records Name of genealogical / historical entity representative		ephone number		E-mail address		
Name of genealogical / historical entity representative	Tel	ephone number				
	Tel	ephone number	<b>,</b> ,,			
Name of genealogical / historical entity representative Office address of genealogical / historical entity representative (number	Tele	ephone number				
Name of genealogical / historical entity representative Office address of genealogical / historical entity representative (number	Tele r and street, city, t 2.	ephone number state, and ZIP code)				
Name of genealogical / historical entity representative Office address of genealogical / historical entity representative (number Office address of genealogical / historical entity representative (number Office address of genealogical / historical entity representative Office address of genealogical / historical entity Out entity of genealogical / historical entity Office address of genealogic	Tele r and street, city, t 2. escribed in Par	ephone number state, and ZIP code) t 2.				
Name of genealogical / historical entity representative Office address of genealogical / historical entity representative (number	Tele r and street, city, t 2. escribed in Par	ephone number state, and ZIP code) t 2.				
Name of genealogical / historical entity representative Office address of genealogical / historical entity representative (number Office address of genealogical / historical entity representative (number Office address of genealogical / historical entity representative Office address of genealogical / historical entity Out entity of genealogical / historical entity Office address of genealogic	Tele r and street, city, t 2. escribed in Par	ephone number state, and ZIP code) t 2.				
Name of genealogical / historical entity representative Office address of genealogical / historical entity representative (number Office address of genealogical / historical entity representative (number Office address of genealogical / historical entity representative Office address of genealogical / historical entity Out entity of genealogical / historical entity Office address of genealogic	Tele r and street, city, t 2. escribed in Par	ephone number state, and ZIP code) t 2.				
Name of genealogical / historical entity representative Office address of genealogical / historical entity representative (number Office address of genealogical / historical entity representative (number Office address of genealogical / historical entity representative Office address of genealogical / historical entity Out entity of genealogical / historical entity Office address of genealogic	Tele r and street, city, t 2. escribed in Par	ephone number state, and ZIP code) t 2.				
Name of genealogical / historical entity representative Office address of genealogical / historical entity representative (number Office address of genealogical / historical entity representative (number Our entity wishes to procure the records described in Part Our entity does not wish to procure any of the records de List all records you wish to procure below. Write "All" if you wish to procure	Tele r and street, city, t 2. escribed in Par cure all records	ephone number state, and ZIP code) t 2. listed in Part 2.		E-mail address		
Name of genealogical / historical entity representative         Office address of genealogical / historical entity representative (number         Our entity wishes to procure the records described in Part         Our entity does not wish to procure any of the records de         List all records you wish to procure below. Write "All" if you wish to proc         PART 6	Tele r and street, city, t 2. escribed in Par cure all records	ephone number state, and ZIP code) t 2. listed in Part 2.	I OF PUBLIC	E-mail address		
Name of genealogical / historical entity representative         Office address of genealogical / historical entity representative (number         Our entity wishes to procure the records described in Part         Our entity does not wish to procure any of the records de         List all records you wish to procure below. Write "All" if you wish to proc         PART 6         FINAL ACTION         Required: To be completed by the Secretary of the County Completed	Tele r and street, city, t 2. escribed in Par cure all records	ephone number state, and ZIP code) t 2. listed in Part 2. UNTY COMMISSION er receipt of this form	OF PUBLIC with Parts 1	E-mail address	One copy to be sent to the	
Name of genealogical / historical entity representative         Office address of genealogical / historical entity representative (number         Our entity wishes to procure the records described in Part         Our entity does not wish to procure any of the records de         List all records you wish to procure below. Write "All" if you wish to proc         PART 6	Tele and street, city, t 2. escribed in Par cure all records N BY THE CO ommission after s of the Count	ephone number state, and ZIP code) t 2. listed in Part 2. UNTY COMMISSION er receipt of this form	I OF PUBLIC with Parts 1 blic Records.	E-mail address	One copy to be sent to the	
Name of genealogical / historical entity representative         Office address of genealogical / historical entity representative (number         Our entity wishes to procure the records described in Part         Our entity does not wish to procure any of the records de         List all records you wish to procure below. Write "All" if you wish to proc         PART 6         FINAL ACTION         Required: To be completed by the Secretary of the County Correquestor. One copy to be recorded with the minutes	Tele and street, city, t 2. escribed in Par cure all records N BY THE CO ommission after s of the Count	ephone number state, and ZIP code) t 2. listed in Part 2. UNTY COMMISSION er receipt of this form y Commission on Pul	I OF PUBLIC with Parts 1 blic Records.	E-mail address RECORDS - 5 completed.	One copy to be sent to the	
Name of genealogical / historical entity representative         Office address of genealogical / historical entity representative (number         Our entity wishes to procure the records described in Part         Our entity does not wish to procure any of the records de         List all records you wish to procure below. Write "All" if you wish to proc         PART 6         FINAL ACTION         Required: To be completed by the Secretary of the County Correquestor. One copy to be recorded with the minutes	Tele r and street, city, t 2. escribed in Par cure all records N BY THE CO ommission afte s of the Count Telept	ephone number state, and ZIP code) t 2. listed in Part 2. UNTY COMMISSION er receipt of this form y Commission on Pul ione number	<b>OF PUBLI</b> with Parts 1 blic Records.	E-mail address RECORDS - 5 completed.	One copy to be sent to the	
Name of genealogical / historical entity representative         Office address of genealogical / historical entity representative (number         Our entity wishes to procure the records described in Part         Our entity does not wish to procure any of the records de         List all records you wish to procure below. Write "All" if you wish to proc         PART 6       FINAL ACTION         Required: To be completed by the Secretary of the County Correquestor. One copy to be recorded with the minutes         Name of Secretary of County Commission of Public Records	Tele r and street, city, t 2. escribed in Par cure all records N BY THE CO ommission afte s of the Count Telept	ephone number state, and ZIP code) t 2. listed in Part 2. UNTY COMMISSION er receipt of this form y Commission on Pul ione number	<b>OF PUBLI</b> with Parts 1 blic Records.	E-mail address RECORDS - 5 completed.	One copy to be sent to the	
Name of genealogical / historical entity representative         Office address of genealogical / historical entity representative (number         Our entity wishes to procure the records described in Part         Our entity does not wish to procure any of the records de         List all records you wish to procure below. Write "All" if you wish to proc         PART 6       FINAL ACTION         Required: To be completed by the Secretary of the County Correquestor. One copy to be recorded with the minutes         Name of Secretary of County Commission of Public Records	Tele r and street, city, t 2. escribed in Par cure all records N BY THE CO ommission after s of the Count Teleph (number and street)	ephone number state, and ZIP code) t 2. UNTY COMMISSION er receipt of this form y Commission on Pul ione number set, city, state, and ZIP c	<b>OF PUBLIC</b> with Parts 1 blic Records. E ode)	E-mail address CRECORDS - 5 completed.	One copy to be sent to the	
Name of genealogical / historical entity representative         Office address of genealogical / historical entity representative (number         Our entity wishes to procure the records described in Part         Our entity does not wish to procure any of the records de         List all records you wish to procure below. Write "All" if you wish to proc         Required: To be completed by the Secretary of the County Correquestor. One copy to be recorded with the minutes         Name of Secretary of County Commission of Public Records         Office address of Secretary of County Commission of Public Records (not second address)	Tele r and street, city, t 2. escribed in Par cure all records  N BY THE CO ommission afte s of the Count Telept 'number and stree request to des	ephone number state, and ZIP code) t 2. tisted in Part 2. UNTY COMMISSION er receipt of this form y Commission on Pul tone number set, city, state, and ZIP construction estroy or transfer the receipt of the state of t	I OF PUBLIC with Parts 1 blic Records. ecords descri	E-mail address RECORDS - 5 completed.	One copy to be sent to the	
Name of genealogical / historical entity representative         Office address of genealogical / historical entity representative (number         Our entity wishes to procure the records described in Part         Our entity does not wish to procure any of the records de         List all records you wish to procure below. Write "All" if you wish to proc         PART 6       FINAL ACTION         Required: To be completed by the Secretary of the County Correquestor. One copy to be recorded with the minutes         Name of Secretary of County Commission of Public Records         Office address of Secretary of County Commission of Public Records (address of Secretary of County Commission of Public Records (address of Secretary of County Commission of Public Records (address of Secretary of County Commission of Public Records (address of Secretary of County Commission of Public Records (address of Secretary of County Commission of Public Records (address of Secretary of County Commission of Public Records (address of Secretary of County Commission of Public Records (address of Secretary of County Commission of Public Records (address of Secretary of County Commission of Public Records (address of Secretary County County Commission County Commission County Commission County Commission County Commission County Commission	Tele r and street, city, t 2. escribed in Par cure all records  N BY THE CO ommission afte s of the Count Telept 'number and stree request to des	ephone number state, and ZIP code) t 2. tisted in Part 2. UNTY COMMISSION er receipt of this form y Commission on Pul tone number set, city, state, and ZIP construction estroy or transfer the receipt of the state of t	I OF PUBLIC with Parts 1 blic Records. ecords descri	E-mail address RECORDS - 5 completed.	One copy to be sent to the	
Name of genealogical / historical entity representative         Office address of genealogical / historical entity representative (number         Our entity wishes to procure the records described in Part         Our entity does not wish to procure any of the records de         List all records you wish to procure below. Write "All" if you wish to proc         PART 6         FINAL ACTION         Required: To be completed by the Secretary of the County Correquestor. One copy to be recorded with the minutes         Name of Secretary of County Commission of Public Records         Office address of Secretary of County Commission of Public Records (not public Records)         The County Commission of Public Records approves the         The County Commission of Public Records denies the records	Tele r and street, city, t 2. escribed in Par cure all records  N BY THE CO ommission afte s of the Count Telept 'number and stree request to des	ephone number state, and ZIP code) t 2. tisted in Part 2. UNTY COMMISSION er receipt of this form y Commission on Pul tone number set, city, state, and ZIP construction estroy or transfer the receipt of the state of t	I OF PUBLIC with Parts 1 blic Records. ecords descri	E-mail address RECORDS - 5 completed.	One copy to be sent to the	
Name of genealogical / historical entity representative         Office address of genealogical / historical entity representative (number         Our entity wishes to procure the records described in Part         Our entity does not wish to procure any of the records de         List all records you wish to procure below. Write "All" if you wish to proc         PART 6         FINAL ACTION         Required: To be completed by the Secretary of the County Correquestor. One copy to be recorded with the minutes         Name of Secretary of County Commission of Public Records         Office address of Secretary of County Commission of Public Records (not public Records)         The County Commission of Public Records approves the         The County Commission of Public Records denies the records	Tele r and street, city, t 2. escribed in Par cure all records  N BY THE CO ommission afte s of the Count Telept 'number and stree request to des	ephone number state, and ZIP code) t 2. tisted in Part 2. UNTY COMMISSION er receipt of this form y Commission on Pul tone number set, city, state, and ZIP construction estroy or transfer the receipt of the state of t	I OF PUBLIC with Parts 1 blic Records. ecords descri	E-mail address RECORDS - 5 completed.	One copy to be sent to the	
Name of genealogical / historical entity representative         Office address of genealogical / historical entity representative (number         Our entity wishes to procure the records described in Part         Our entity does not wish to procure any of the records de         List all records you wish to procure below. Write "All" if you wish to proc         PART 6         FINAL ACTION         Required: To be completed by the Secretary of the County Correquestor. One copy to be recorded with the minutes         Name of Secretary of County Commission of Public Records         Office address of Secretary of County Commission of Public Records (not public Records)         The County Commission of Public Records approves the         The County Commission of Public Records denies the records	Tele r and street, city, t 2. escribed in Par cure all records  N BY THE CO ommission afte s of the Count Telept 'number and stree request to des	ephone number state, and ZIP code) t 2. tisted in Part 2. UNTY COMMISSION er receipt of this form y Commission on Pul tone number set, city, state, and ZIP construction estroy or transfer the receipt of the state of t	I OF PUBLIC with Parts 1 blic Records. ecords descri	E-mail address RECORDS - 5 completed.	One copy to be sent to the	
Name of genealogical / historical entity representative         Office address of genealogical / historical entity representative (number         Our entity wishes to procure the records described in Part         Our entity does not wish to procure any of the records de         List all records you wish to procure below. Write "All" if you wish to proc         Required: To be completed by the Secretary of the County Correquestor. One copy to be recorded with the minutes         Name of Secretary of County Commission of Public Records         Office address of Secretary of County Commission of Public Records the         The County Commission of Public Records approves the         The County Commission of Public Records denies the records and list any limitations, exceptions, or reasons for denial below:	Tele r and street, city, t 2. escribed in Par cure all records  N BY THE CO ommission afte s of the Count Telept 'number and stree request to des	ephone number state, and ZIP code) t 2. tisted in Part 2. UNTY COMMISSION er receipt of this form y Commission on Pul tone number set, city, state, and ZIP construction estroy or transfer the receipt of the state of t	I OF PUBLIC with Parts 1 blic Records. ecords descri	E-mail address RECORDS - 5 completed.		
Name of genealogical / historical entity representative         Office address of genealogical / historical entity representative (number         Our entity wishes to procure the records described in Part         Our entity does not wish to procure any of the records de         List all records you wish to procure below. Write "All" if you wish to proc         PART 6         FINAL ACTION         Required: To be completed by the Secretary of the County Correquestor. One copy to be recorded with the minutes         Name of Secretary of County Commission of Public Records         Office address of Secretary of County Commission of Public Records (not public Records)         The County Commission of Public Records approves the         The County Commission of Public Records denies the records	Tele r and street, city, t 2. escribed in Par cure all records  N BY THE CO ommission afte s of the Count Telept 'number and stree request to des	ephone number state, and ZIP code) t 2. tisted in Part 2. UNTY COMMISSION er receipt of this form y Commission on Pul tone number set, city, state, and ZIP construction estroy or transfer the receipt of the state of t	I OF PUBLIC with Parts 1 blic Records. ecords descri	E-mail address RECORDS - 5 completed.	Dne copy to be sent to the	
Name of genealogical / historical entity representative         Office address of genealogical / historical entity representative (number         Our entity wishes to procure the records described in Part         Our entity does not wish to procure any of the records de         List all records you wish to procure below. Write "All" if you wish to proc         Required: To be completed by the Secretary of the County Correquestor. One copy to be recorded with the minutes         Name of Secretary of County Commission of Public Records         Office address of Secretary of County Commission of Public Records the         The County Commission of Public Records approves the         The County Commission of Public Records denies the records and list any limitations, exceptions, or reasons for denial below:	Tele r and street, city, t 2. escribed in Par cure all records N BY THE CO ommission afte s of the Count Telept 'number and stree request to destree quest to destree	ephone number state, and ZIP code) t 2. tisted in Part 2. UNTY COMMISSION er receipt of this form y Commission on Pul tone number set, city, state, and ZIP construction estroy or transfer the receipt of the state of t	I OF PUBLIC with Parts 1 blic Records. E ode) ecords descri ecords descri	E-mail address CRECORDS - 5 completed 5 complete		