Reset Form

NOTICE OF DESTRUCTION OF NONPERMANENT RECORDS (Local Government Public Records)

State Form 44905 (R7 / 7-15)

INDIANA ARCHIVES AND RECORDS ADMINISTRATION
402 West Washington Street, Room W472
Indianapolis, Indiana 46204
Telephone: 317 232-3380
cty@iara.in.gov

INSTRUCTIONS:

1. *This form may be used only for the destruction of nonpermanent records. Use State Form 30505, Request for Permission to Destroy or Transfer Certain Public Records (PR-1), to request destruction of permanent records.*
2. ***Complete all Contact and Record Series Information fields.***
3. ***Send the original to the secretary of the County Commission of Public Records.***
4. *Send a copy of this form to the Indiana Archives and Records Administration at the above address.*
5. ***Delay destruction** of records listed for thirty (30) days. During this period, the Indiana Archives and Records Administration will review the request and may follow up with the requestor. If the requestor is not contacted by the Indiana Archives and Records Administration during this period, the records may be destroyed.*
6. *Complete the Destruction Information fields and retain a copy of the completed form for your records.*

RECORDS MEASUREMENT TABLE

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

CONTACT INFORMATION

Name of office	Date submitted to secretary and IARA *(month, day, year)*	County

Address (*number and street*)	City	ZIP code

Name of contact person	Telephone number ( )	E-mail address

RECORD SERIES INFORMATION

TITLE OF RECORDS TO BE DESTROYED	DATE OF RECORDS	RECORD SERIES NUMBER	VOLUME *(cubic feet)*

DESTRUCTION INFORMATION

Records destroyed according to a retention schedule approved for use by the 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)*