NOTICE OF DESTRUCTION
(Local Government Public Records)

State Form 44905 (R4 / 3-14)

INDIANA COMMISSION ON PUBLIC RECORDS
402 West Washington Street, Room W472
Indianapolis, Indiana 46204
Telephone: 317 232-3380
cty@icpr.IN.gov

INSTRUCTIONS:

1. *Complete all Contact and Record Series Information fields.*
2. *Send the original to the Clerk of the Circuit Court of your county.*
3. *Send a copy of this form to the Indiana Commission on Public Records at the above address.*
4. ***Delay destruction** of records listed for thirty (30) days. During this period, the Commission on Public Records will review the request and may follow up with the requestor. If the requestor is not contacted by the Commission on Public Records during this period, the records may be destroyed.*
5. *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 clerk and ICPR *(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 AUTHORITY	VOLUME *(cubic feet)*

DESTRUCTION INFORMATION

Records destroyed according to a retention schedule approved for use by the Oversight Committee on Public Records and the Commission of Public Records of _____ County.

Signature of official destroying records		Date signed *(month, day, year)*

Printed name of official destroying records	Position	Date records destroyed *(month, day, year)*