



NOTICE OF DESTRUCTION (Local Government Public Records)

State Form 44905 (R3 / 11-10)

INDIANA COMMISSION ON PUBLIC RECORDS
 402 West Washington Street, Room W472
 Indianapolis, Indiana 46204

- INSTRUCTIONS:**
1. Complete this form, listing all requested information.
 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. Retain a copy of this form for your records.

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 = 1/9 cubic feet

Name of office		County	
Address (number and street)		City	ZIP code
Name of contact person	Telephone number ()	E-mail address	

TITLE OF RECORDS DESTROYED	DATE OF RECORDS	RECORD SERIES AUTHORITY	VOLUME (<i>cubic feet</i>)

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 (<i>month, day, year</i>)
Printed name of official destroying records	Position	Date records destroyed (<i>month, day, year</i>)