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" a 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 *(cubic feet)*

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)*