



NOTICE OF DESTRUCTION
(Local Government Public Records)
 State Form 44905 (R2 / 6-04)

INSTRUCTIONS:

1. Complete form, listing all requested information.
2. Retain copy for records.
3. Send copy to Clerk of the Circuit Court of your county
4. Send copy to the: **COMMISSION ON PUBLIC RECORDS**
 402 W. WASHINGTON ST., W472
 INDIANAPOLIS, IN 46204

Name of office				County
Address (number and street)			City	ZIP code
TITLE OF RECORDS DESTROYED	DATES	RECORD SERIES AUTHORITY	VOLUME IN CU. FT.	RECORDS MEASUREMENT TABLE
				1 Archives box (10" x 12" x 15") inside = 1 cu. ft. of records 1 Letter size file drawer = 1 1/2 cu. ft. of records 1 Legal size file drawer = 1 1/2 cu. ft. of records 1 Number 11 record transfer box = 2 cu. ft. of records 1 Lin. ft. of 8 1/2" x 14" documents = 1 cu. ft. 1 Lin. ft. of 8 1/2" a 11" documents = 4/5 cu. ft. 1 Lin. ft. of tab cards = 1/6 cu. ft. 1 Lin. ft. of 3" x 5" cards = 1/9 cu. ft.
				Signature of official destroying records
				Printed name of official destroying records
				Position
				Date signed (month, day, year)
Records destroyed according to a retention schedule approved for use by the Oversight Committee on Public Records and the Commission on Public Records of _____ County.				Date records destroyed (month, day, year)



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