



**NOTICE OF DESTRUCTION OF COUNTY / LOCAL
GOVERNMENT RECORDS IN ACCORDANCE WITH
AN APPROVED RETENTION SCHEDULE**
State Form 44905 (R9 / 6-22)

INDIANA ARCHIVES AND RECORDS ADMINISTRATION
COUNTY / LOCAL RECORDS MANAGEMENT
402 West Washington Street, Room W472
Indianapolis, Indiana 46204
Telephone: 317 232-3380
E-mail: clty@iara.in.gov

This form is to be used only for documenting the destruction of records as scheduled on an approved county / local records retention schedule.

For: a) requests to dispose of records not listed on a retention schedule, or b) requests to transfer records scheduled as PERMANENT to a local historical entity instead of maintaining them in the originating office or transferring them to the Indiana Archives, use State Form 30505, Request for Exception to County / Local Retention Schedule or Permission to Dispose of Unscheduled County / Local Public Records (PR-1).

- INSTRUCTIONS:**
1. Complete ALL Contact and Record Series Information fields. Record Series Number is REQUIRED for all records listed.
 - a. If you do not know the Record Series Number, contact IARA's County / Local Records Management section for more information.
 - b. If the records do not have a Record Series Number, use State Form 30505 as described above.
 2. Destroy records in accordance with the listed Record Series Number and complete the Destruction Information fields on this form.
 3. Send one (1) copy of the completed form to the secretary of your County Commission of Public Records for inclusion in the minutes of the next meeting and retain one (1) for your records.

CONTACT INFORMATION

| | | |
|---|------------------------------------|--|
| Name of office City of Warsaw, Wastewater Payment Office | | County Kosciusko |
| Address (number and street) 1025 Buffalo St. | | City Warsaw |
| | | ZIP code 46580 |
| Name of contact person Rebecca Jenkins | Telephone number (574) 372-9560 | E-mail address rjenkins@warsaw.in.gov |

RECORD SERIES INFORMATION

| RECORD SERIES TITLE OF RECORDS TO BE DESTROYED | DATE RANGE OF RECORDS (m / yyyy to m / yyyy) | RECORD SERIES NUMBER (REQUIRED) | VOLUME (number of boxes, rolls, etc.) |
|---|---|------------------------------------|--|
| Payment Coupons | 1/2018 to 12/2018 | GEN 10-10 | 6 boxes |
| Monthly End Totals | 1/2018 to 12/2018 | GEN 10-10 | 3 boxes |
| Monthly Residential / Commercial billing | 1/2018 to 12/2018 | GEN 10-10 | 2 boxes |
| | to | | |
| | to | | |
| | to | | |
| | to | | |
| | to | | |
| | to | | |
| | to | | |
| | to | | |
| | to | | |

RECEIVED

1
3
0 JUN 10 2025

Melissa Bagg
CLERK, KOSCIUSKO CIRCUIT & SUPERIOR COURTS

DESTRUCTION INFORMATION

These records were destroyed according to a retention schedule approved for use by the Indiana Oversight Committee on Public Records.

| | | |
|--|--|---|
| Signature of official destroying records <i>Lynne Christensen</i> | | Date signed (month, day, year) 6-10-25 |
| Printed name of official destroying records Lynne Christensen | | Date records destroyed (month, day, year) |
| Position Clerk-Treasurer | | |



**NOTICE OF DESTRUCTION OF COUNTY / LOCAL
GOVERNMENT RECORDS IN ACCORDANCE WITH
AN APPROVED RETENTION SCHEDULE**

State Form 44905 (R10 / 4-23)

INDIANA ARCHIVES AND RECORDS ADMINISTRATION
COUNTY / LOCAL RECORDS MANAGEMENT
402 West Washington Street, Room W472
Indianapolis, Indiana 46204
Telephone: 317-232-3380
E-mail: clt@lara.in.gov

This form is to be used only for documenting the destruction of records as scheduled on an approved county / local records retention schedule.

For requests to dispose of records not listed on a retention schedule use State Form 30505. For requests to transfer records scheduled as PERMANENT to a local historical entity instead of maintaining them in the originating office or transferring them to the Indiana Archives, use State Form 57236.

- INSTRUCTIONS:
1. Complete ALL Contact and Record Series Information fields. Record Series Number is REQUIRED for all records listed.
 - a. If you do not know the Record Series Number, contact IARA's County / Local Records Management section for more information.
 - b. If the records do not have a Record Series Number, use State Form 30505 as described above.
 2. Destroy records in accordance with the listed Record Series Number and complete the Destruction Information fields on this form.
 3. Send one (1) copy of the completed form to the secretary of your County Commission of Public Records for inclusion in the minutes of the next meeting and retain one (1) for your records.

| CONTACT INFORMATION | | | |
|---|----------------------------------|---------------------|--|
| Name of office City of Warsaw | | County Kosciusko | |
| Address (number and street) 102 S Buffalo Street | | City Warsaw | ZIP code 46580 |
| Name of contact person Morgan Woodcock | Telephone number 574-385-2073 | | E-mail address payroll@warsaw.in.gov |

| RECORD SERIES INFORMATION | | | |
|---|---|------------------------------------|--|
| RECORD SERIES TITLE OF RECORDS TO BE DESTROYED | DATE RANGE OF RECORDS (m / yyyy to m / yyyy) | RECORD SERIES NUMBER (REQUIRED) | VOLUME (number of boxes, rolls, etc.) |
| Basic Accounting Records- Expenditures | 1999 to 2003 | GEN 10-11 | 1 Box |
| Basic Accounting Records- Expenditures | 2008 to 2008 | GEN 10-11 | 1 Box |
| Basic Accounting Records- Expenditures | 2014 to 2014 | GEN 10-11 | 17 Boxes |
| Bonds, Bids, Contracts and Leases | 2012 to 2014 | GEN 10-25 | 1 Box |
| Budgets | 2011 to 2014 | GEN 10-26 | 1 Box |
| General Files | 2000 to 2016 | GEN 10-04 | 1 Box |
| | to | | |
| | to | | |
| | to | | |
| | to | | |
| | to | | |
| | to | | |
| | to | | |

RECEIVED
JUN 10 2025
CLERK, KOSCIUSKO CIRCUIT & SUPERIOR COURTS

| DESTRUCTION INFORMATION | | |
|---|-----------------------------|--|
| These records were destroyed according to a retention schedule approved for use by the Indiana Oversight Committee on Public Records. | | |
| Signature of official destroying records. <i>Lynne Christensen</i> | | Date signed (month, day, year) June 5, 2025 |
| Printed name of official destroying records Lynne Christensen | Position Clerk-Treasurer | Date records destroyed (month, day, year) |



**NOTICE OF DESTRUCTION OF COUNTY / LOCAL
GOVERNMENT RECORDS IN ACCORDANCE WITH
AN APPROVED RETENTION SCHEDULE**

State Form 44905 (R10 / 4-23)

**INDIANA ARCHIVES AND RECORDS ADMINISTRATION
COUNTY / LOCAL RECORDS MANAGEMENT**
402 West Washington Street, Room W472
Indianapolis, Indiana 46204
Telephone: 317-232-3380
E-mail: cty@iara.in.gov

*This form is to be used only for documenting the destruction of records as **scheduled on an approved county / local records retention schedule**.*
*For requests to dispose of records not listed on a retention schedule use State Form 30505. For requests to transfer records scheduled as **PERMANENT** to a local historical entity instead of maintaining them in the originating office or transferring them to the Indiana Archives, use State Form 57236.*

- INSTRUCTIONS:**
1. Complete ALL Contact and Record Series Information fields. Record Series Number is **REQUIRED** for all records listed.
 - a. If you do not know the Record Series Number, contact IARA's County / Local Records Management section for more information.
 - b. If the records do not have a Record Series Number, use State Form 30505 as described above.
 2. Destroy records in accordance with the listed Record Series Number and complete the Destruction Information fields on this form.
 3. Send one (1) copy of the completed form to the secretary of your County Commission of Public Records for inclusion in the minutes of the next meeting and retain one (1) for your records.

CONTACT INFORMATION

| | | | |
|---|----------------------------------|---------------------|--|
| Name of office City of Warsaw | | County Kosciusko | |
| Address (number and street) 102 S Buffalo Street | | City Warsaw | ZIP code 46580 |
| Name of contact person Morgan Woodcock | Telephone number 574-385-2073 | | E-mail address payroll@warsaw.in.gov |

RECORD SERIES INFORMATION

| RECORD SERIES TITLE OF RECORDS TO BE DESTROYED | DATE RANGE OF RECORDS (m / yyyy to m / yyyy) | RECORD SERIES NUMBER (REQUIRED) | VOLUME (number of boxes, rolls, etc.) |
|---|---|------------------------------------|--|
| Radio Transmissions | 2001 to 2004 | PSA 17-25 | 1 Folder |
| General Files | 2012 to 2020 | GEN 10-04 | 2 Folder |
| Bonds, Bids, Contracts and Leases | 1988 to 2005 | GEN 10-25 | 1 Folder |
| Basic Accounting Records-Expenditures | 2014 to 2014 | GEN 10-11 | 1 Folder |
| Basic Accounting Records-Revenue | 2001 to 2016 | GEN 10-10 | 5 Folders |
| Legal Files | 2013 to 2013 | GEN 10-05 | 1 Folder |
| Assessment Forms | 1993 to 2016 | AS 12-02 | 3 Folders |
| | to | | |
| | to | | |
| | to | | |
| | to | | |
| | to | | |

RECEIVED
JUN 10 2025
130
Melissa Boags
CLERK, KOSCIUSKO CIRCUIT & SUPERIOR COURTS

DESTRUCTION INFORMATION

| | | |
|---|-----------------------------|---|
| These records were destroyed according to a retention schedule approved for use by the Indiana Oversight Committee on Public Records. | | |
| Signature of official destroying records <i>Lynne Christiansen</i> | | Date signed (month, day, year) <i>June 5, 2025</i> |
| Printed name of official destroying records Lynne Christiansen | Position Clerk-Treasurer | Date records destroyed (month, day, year) |