



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

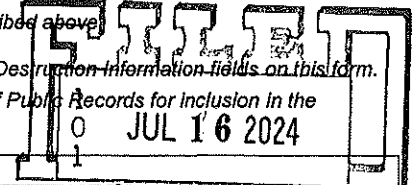
State Form 44905 (R10 / 4-23)

INDIANA ARCHIVES AND RECORDS ADMINISTRATION
COUNTY / LOCAL RECORDS MANAGEMENT
402 West Washington Street, Room W472
Indianapolis, Indiana 46204
Telephone: 317-232-3380
E-mail: clty@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 Wa-Nee Community Schools		County Elkhart
Address (number and street) 1300 N Main ST		City Nappanee
Telephone number 574.773.3131		E-mail address cmanring@wanee.org

CLERK, KOSCIUSKO CIRCUIT & SUPERIOR COURTS
46550

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.)
Claim Expenditures 24872-27937	1/2011 to 6/2012	Gen 10-11	7
Testing Records	2017 to 2017	ED -16-032	16
Individual Student Med Files	2014 to 2017	ED-16-066	1
Paid Invoices	2008 to 2012	GEN 10-11	6
Daily Account Deposit (Meal Time)	2007 to 2016	GEN 10-10	21
Menus/Daily Prod Sheets, Inventory Logs	1999 to 2009	GEN 10-04	1
Time Sheets W/Leave Requests	2007 to 2012	GEN 10-11	4
TBR, ECA Deposits	1999 to 2016	GEN 10-10	11
CPA Records Expenditures	2004 to 2012	GEN 10-11	4
Attendance Reports	1991 to 2013	ED 23-001	4
Bank Statements	1965 to 2012	GEN 10-11	5
Receipts 54739-58164	2014 to 2015	GEN 10-10	1

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>Crystal Manring</i>		Date signed (month, day, year) 7/12/2024
Printed name of official destroying records Crystal Manring	Position Deputy Treasurer	Date records destroyed (month, day, year)



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Name of office Wa-Nee Community Schools		County Elkhart
Address (number and street) 1300 N Main ST		City Nappanee
Name of contact person Crystal Manring		ZIP code 46550
Telephone number 574.773.3131		E-mail address cmanring@wanee.org

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PD TBR, Check Copies, Summary Collections	2007 to 2012	GEN 10-11	2
Deposits, Receivables	2012 to 2013	GEN 10-10	1
Library Fine Slips	2000 to 2018	ED 16-036	2
Grade Books	2010 to 2014	ED 23-003	6
Purchase Orders/Payment Vouchers	2010 to 2014	GEN 10-11	7
General Files (High School)	2016 to 2017	GEN 10-04	3
General Files (Middle School)	2017 to 2018	GEN 10-04	1
Bonds, Bids, Contracts, Leases	1996 to 2007	GEN 10-25	1
Transfer Tuition Statements	2009 to 2012	GEN 10-11	2
Student Medical Files	Prior to 2010	ED 16-066	1
Outreach Materials/Safety Training	2007 to 2018	GEN 23-07	1
Mixed Funding Expenditures	1984 to 1996	GEN 10-11	3

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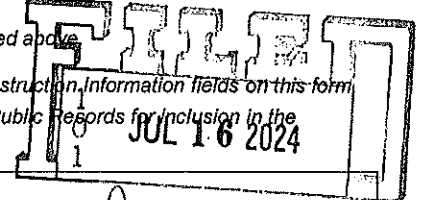
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CONTACT INFORMATION			
Name of office Wa-Nee Community Schools		County Elkhart	ZIP code 46550
Address (number and street) 1300 N Main ST		City Nappanee	
Name of contact person Crystal Manning	Telephone number 574.773.3131	E-mail address cmanring@wanee.org	

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ECA Billing	1985 to 2004	GEN 10-11	3
ECA Billing	1966 to 1968	GEN 10-11	1
Expenditure Reports	1985 to 2010	GEN 10-11	2
Paid Invoices (Mixed)	1966 to 1978	GEN 10-11	3
School Secretary Files (Mixed)	1976 to 1990	GEN 10-04	2
Annuity, Insurance ECA Billing	1983 to 1996	GEN 10-11	3
Balance Statements (Mixed)	1986 to 1993	GEN 10-11	1
Travel Expenses (Mixed)	1968 to 1984	GEN 10-11	1
Vendor Files	1987 to 1988	GEN 10-11	1
Check/Warrant Registers	1960 to 1998	GEN 10-11	2
EPA Asbestos Inspect Reports	1988 to 1989	ED 16-018	1
Daily School Lunch Reports, Free/Reduced Files	2012 to 2013	GEN 10-11	1

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Printed name of official destroying records Crystal Manning	Position Deputy Treasurer	



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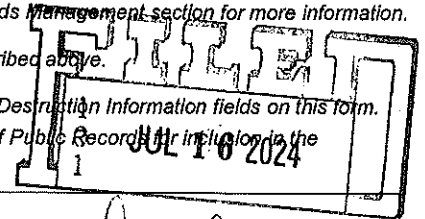
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Name of contact person Crystal Manring		Telephone number 574.773.3131	ZIP code 46550
		E-mail address cmanring@wancee.org	

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Staffing Changes & Retirement Survey	01/2011 to 05/2016	GEN 10-04	.25
Job Postings	05/2008 to 09/2019	GEN 23-05	.50
Employment Apps Not Hired	05/2008 to 05/2017	GEN 10-31	.25
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