

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

Destroy records in accordance with the listed Record Series Number and complete the Destruction

Send one (1) copy of the completed form to the secretary of your County Commission of Pulp Records for inclusion in the minutes of the next meeting and retain one (1) for your records. JUL 1 6 2024

CONTACT INFORMATION County Chroy Wa-Nee Community Schools Elkhart Address (number and street) CLERK, KOBOWSKO CIRCUIT & SUPERIOR COURTS City 1300 N Main ST 46550 Nappanee Name of contact person Telephone number E-mail address Crystal Manring 574.773.3131 cmanring@wanee.org

RECORD SERIES INFORMATION							
RECORD SERIES TITLE OF RECORDS TO BE DESTROYED	DATE RANGE OF RECORDS (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		Date signed (month, day, year) 7/12/2024						
Printed name of official destroying records	Position	Date records destroyed (month, day, year)						
Crystal Manring	Deputy Treasurer							



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local historical enti	ity ins	stead of maintaining them in t	he originating office or to	ransferring them to the	Indiana Archives, us	e State Form 5723	6.
INSTRUCTIONS:	1.	Complete ALL Contact and	Record Series Informat	ion fields. Record Serie	es Number is REQUI	RED for all records	s listed.
		a. If you do not know the	Record Series Number,	contact IARA's County	/Local Records Mai	nagement section f	or more informati
		b. If the records do not ha	ive a Record Series Nur	nber, use State Form 3	30505 as described	poved (A) Eq	
	2.	Destroy records in accorda					
	3.	Send one (1) copy of the cominutes of the next meeting	ompleted form to the sec g and retain one (1) for y	cretary of your County your records.	Commission of Public	Reco llettor i n G u 1	\$0024 the
			CONTACT	NFORMATION		Λ ο.	
Name of office					County	Una W	424
Wa-Nee Comr	nun	ity Schools		,	Elkhaonerk.	V) + -	& station coun
Address (number and	d stree	et)		City		ZIP code	
1300 N Main S	ST			Nappanee		46550	
Name of contact pers	on .		Telephone number		E-mail address	•	
Crystal Manring 574.773.3131			574.773.3131		cmanring@	wanee.org	

	RECOR	D SE	RIES INFORM	ATION		
RECORD SERIES TITLE OF RECORDS TO BE DESTROYED			FRECORDS n/yyyy)	RECORD SERIES NUMBER (REQUIRED)	VOLUME (number of boxes, rolls, etc.)	
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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Signature of official destroying records		Date signed (month, day, year)					
Printedname of official destroying records	Position	Date records destroyed (month, day, year)					
Crystal Manring	Deputy Treasurer						



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- 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 ap
 - Destroy records in accordance with the listed Record Series Number and complete the Destruction information fields on this form
 - Send one (1) copy of the completed form to the secretary of your County Commission of Public minutes of the next meeting and retain one (1) for your records.

Name of office

Wa-Nee Community Schools

Address (number and street)

1300 N Main ST

Name of contact person

Crystal Manring

County

Elkhart CLERK, KOSCIUSKO CINCUIT & SJ. ERICR COURTS

Nappanee

County

Elkhart CLERK, KOSCIUSKO CINCUIT & SJ. ERICR COURTS

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County

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Nappanee

County

Elkhart CLERK, KOSCIUSKO CINCUIT & SJ. ERICR COURTS

Telephone number

SE-mail address

Crystal Manring

Crystal Manring

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.)		
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	Position	Date records destroyed (month, day, year)					
Crystal Manring	Deputy Treasurer						



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		b. If the records do not have	a Record Series Numb	oer, use State Form 30505	as described ab	gre. 7 (1) (1)	
	2.	Destroy records in accordance	e with the listed Record	Series Number and com	plete the Desiring	tiֆn Information fields	s on this form.
	3.	Send one (1) copy of the comp minutes of the next meeting a	pleted form to the secre	etary of your County Com	mission of Public	Record the inclination	7.024 ^{he}
			CONTACT IN				- 183
Name of office					County	1/2 - 11 hr	
Wa-Nee Comr	nun	ity Schools			Elkharterk, k	(OSC:USKO OIF DILIT &	
Address (number and	d stree	2()		City		ZIP code	``` በ'OR COURT
1300 N Main S	ST			Nappanee		46550	
Name of contact pers		Tel	lephone number		E-mail address		
Crystal Manrin	g	57	4.773.3131		cmanring@	wanee.org	

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.)			
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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Crystal Manring	Deputy Treasurer						