



**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@lara.in.gov

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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.

CLERK, KOSCIUSKO CIRCUIT & SUPERIOR COURTS

- 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 Kosciusko County Auditor's Office		County Kosciusko	
Address (number and street) 100 W Center St Rm 220		City Warsaw	ZIP code 46580
Name of contact person Alyssa Schmucker	Telephone number 574-372-2328		E-mail address aschmucker@kosciusko.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.)
Accounts Payable Claims	1/2014 to 12/2014	GEN 10-11	17
Quietus/Receipts-Auditor's Copies	1/2018 to 12/2018	GEN 10-10	3
Quietus/Recipts-Reports of Collection	1/2018 to 12/2018	GEN 10-10	5
Correction of Error Forms	1/2014 to 12/2014	AU 10-2	1
TIF/Neutralization/Settlement	1/2014 to 12/2014	AU 10-6	2
Wheel Tax/Abatements	1/2018 to 12/2018	GEN 10-4	1
Grant Folders/Annual Report	1/2019 to 12/2019	GEN 10-10	2
Sheriff Retirement Reports	1/2012 to 12/2019	GEN 10-10	1
Cost Allocation Reports	1/2012 to 12/2019	GEN 10-10	1
Tax Sale Form 137Bs	1/2014 to 12/2014	AU 10-9	1
	to		
	to		

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 Alyssa Schmucker	Digitally signed by Alyssa Schmucker Date: 2025.05.27 09:28:17 -04'00'	Date signed (month, day, year) 05/27/2025
Printed name of official destroying records Alyssa Schmucker	Position Kosciusko County Auditor	Date records destroyed (month, day, year) 01/31/2025