



**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

FEB 14 2025

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 80505. 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

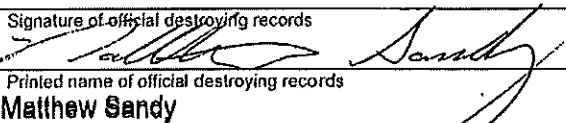
Name of office Area Plan Commission		County Kosciusko	
Address (number and street) 100 W Center St Rm 303		City Warsaw	ZIP code 46580
Name of contact person Matt Sandy	Telephone number 574-372-2304	E-mail address msandy@kosciusko.in.gov	

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.)
Monthly Collections Report	1/1981 to 12/2016	Gen 10-10	1 Box
Monthly Permit Finance Reports	1/1975 to 12/2014	Gen 10-11	4.5 boxes
Office Receipt Books	1/2004 to 12/2014	Gen 10-10	1 Box
	to		
	to		
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	to		
	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 		Date signed (month, day, year) 2/14/2025
Printed name of official destroying records Matthew Sandy	Position Director	Date records destroyed (month, day, year) 2/13/2025



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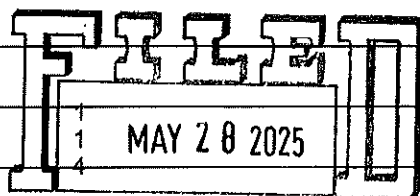
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Name of office Area Plan Commission		County Kosciusko	
Address (number and street) 100 W Center St Rm 303		City Warsaw	ZIP code 46580
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RECORD SERIES INFORMATION

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General Correspondence	1/1975 to 12/2022	Gen 10-04	12 boxes
	to		
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	to		



Melissa Boyd
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>Matthew M Sandy</i>		Date signed (month, day, year) 05/27/2025
Printed name of official destroying records Matthew M Sandy	Position APC Director	Date records destroyed (month, day, year) 5/27/2025