

NOTICE OF DESTRUCTION OF COUNTY LOCAL SOVERNMENT RECORDS IN ACCORDANCE WITH AN APPROVED RETENTION SCHEDULE

State Form 44905 (R10 / 4-23)

FEB 1 3 2025

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@lare.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 originaling 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.
- 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 Records for inclusion in the minutes of the next meeting and retain one (1) for your records.

	CONTACT	INFORMATION		
Name of office Treasurer			County Kosciusko	
Address (number and street) 100 W Center St. Rm 215		city Warsaw	-	ZIP code 46580
Name of contact person Michelle Puckett	Telephone number 574-372-23270		E-mail address mpuckett@	s)kosclusko.in.gov

	RECORD SERIES INFORM	ATION	
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 Records (Tax Receipts)	4-1-2011 to 4-30-2011	TR 10-02	1 Small Mail Tray
Payment Records (Tax Receipts)	5-1-2011 to 5-31-2011	TR 10-02	1 Small Mail Tray
Payment Records (Tax Receipts)	10-1-2011 to 10-31-2011	TR 10-02	1 Samll Mail Tray
Payment Records (Tax Receipts)	11-1-2011 to 11-30-2011	TR 10-02	1 Small Mail Tray
Payment Records (Tax Receipts)	12-1-2011 to 12-31-2011	TR 10-02	1 Small Mail Tray
Mobile Home Permits- Real Estate	1-1-2017 to 12-31-2017	TR 10-06	14.7 MB
Mobile Home Permits-Real Estate	1-1-2018 to 12-31-2018	TR 10-06	26.4 MB
Mobile Home Permits- Real Estate	1-1-2019 to 12-31-2019	TR 10-06	26.7 MB
Mobile Home Permits- Real Estate	1-1-2020 to 12-31-2020	TR 10-06	35.4 MB
Mobile Home Permits- Real Estate	1-1-2021 10 12-31-2021	TR 10-06	32.8 MB
	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 Michaell & G	olett	Date signed (month, day, year) 2-/325		
Printed name of cificial destroying records Michelle L. Puckett	Position Treasure	Dale records destroyed (month, dey, year) 2/7/2025		





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

State Form 44905 (R10 / 4-23)

FEB 0.7 2025

INDIANA ARCHIVES AND RECORDS ADMINISTRATION COUNTY / LOCAL RECORDS MANAGEMENT 402 West Washington Street, Room W472

Indianapolis, Indiana 46204 Telephone: 317-232-3380 E-mail: cly@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 originaling office of 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.
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 - Destroy records in accordance with the listed Record Series Number and complete the Destruction Information fields on this form. 2.
 - Send one (1) copy of the completed form to the secretary of your County Commission of Public Records for inclusion in the 3. minutes of the next meeting and retain one (1) for your records.

	CONTACT	INFORMATION		
Name of office Treasurer			County Kosciusko	
Address (number end street) 100 W Center St. Rm 215		City Warsaw		ZIP code 46580
Name of contact person Michelle Puckett	Telephone number 574-372-23270		E-mail addres mpuckett@	s Okosciusko.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-Revenue (Del Gov List)	1-1-2018 to 12-31-2018	GEN 10-10	2.30 MB		
Payment Receipts)	3-31-2014 to 4-14-2014	TR 10-02	1 Large Mail Tray		
Nonpermanent Property Tax Registers (Surplus)	1-1-2009 (0 12-31-2009	TR 10-05	22.7 MB		
Nonpermanent Property Tax Registers (Surplus)	1-1-2010 to 12-31-2010	TR 10-05	5.84 MB		
Nonpermanent Property Tax Registers (Surplus)	1-1-2011 to 12-31-2011	TR 10-05	657 KB		
Nonpermanent Property Tax Registers (Surplus)	1-1-2012 to 12-31-2012	TR 10-05	1.96 MB		
Nonpermanent Property Tax Registers (Surplus)	1-1-2013 to 12-31-2013	TR 10-05	833 KB		
Nonpermanent Property Tax Registers (Surplus)	1-1-2014 to 12-31-2014	TR 10-05	130 KB		
Nonpermanent Property Tax Registers (Surplus)	1-1-2015 to 12-31-2015	TR 10-05	1.23 MB		
Nonpermanent Property Tax Registers (Surplus)	1-1-2016 to 12-31-2016	TR 10-05	1.26 MB		
Nonpermanent Property Tax Registers (Surplus)	1-1-2017 to 12-31-2017	TR 10-05	1.34 MB		
Nonpermanent Property Tax Registers (Surplus)		TR 10-05	1.44 MB		

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)				
Printed name of official destroying records Wichard Dischard Position Text Sure 2/6/2025				
MICHELL COLUMN				





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

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State Form 44905 (R10 / 4-23)

FEB 0 6 2025

INDIANA ARCHIVES AND RECORDS ADMINISTRATION COUNTY / LOCAL RECORDS MANAGEMENT 402 West Washington Street, Room W472

Indianapolis, indiana 46204
Telephone: 317-232-3380
E-mall: cly@lara.in.gov

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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 above.
 - 2. 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 Records for Inclusion in the minutes of the next meeting and retain one (1) for your records.

	CONTACT	INFORMATION		
Name of office Treasurer			County Kosciusko	
Address (number end street) 100 W Center St. Rm 215		city Warsaw		ZIP code 46580
Namo of contact person Michelle Puckett	Telephone number 574-372-23270		E-mall address mpuckett@	kosciusko.in.gov

	RECORD SERIES INFORM	ATION	
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 (Month End Report)	1-1-2011 10 12-31-2011	GEN 10-11	801 KB
Basic Accounting Records-Expenditures (Month End Report)	1-1-2012 to 12-31-2012	GEN 10-11	1.96 MB
Basic Accounting Records-Expenditures (Month End Report)	1-1-2013 6 12-31-2013	GEN 10-11	825 KB
Basic Accounting Records Expenditures (Month End Report)	1-1-2014 to 12-31-2014	GEN 10-11	873 KB
Basic Accounting Records-Revenue (Alcohol Permits)	1-1-2018 to 12-31-2018	GEN 10-10	22.7 MB
Basic Accounting Records-Revenue (Alcohol Permits)	1-1-2017 to 12-31-2017	GEN 10-10	19.5 MB
Basic Accounting Records-Revenue (Alcohol Permits)	1-1-2016 10 12-31-2016	GEN 10-10	22.7 MB
Basic Accounting Records-Revenue (Alcohol Permits)	1-1-2015 to 12-31-2015	GEN 10-10	25.7 MB
Basic Accounting Records-Revenue (Alcohot Permits)	1-1-2014 10 12-31-2014	GEN 10-10	28.4 MB
Basic Accounting Records-Revenue (Alcohol Permits)	1-1-2010 to 12-31-2010	GEN 10-10	7.00 MB
Basic Accounting Records-Revenue (Alcohol Permits)	1-1-2009 10 12-31-2009	GEN 10-10	4.89 MB
	lo		

	DESTRUCTION INFO	MATION	
These records were destroyed accord	ing to a retention schedule approved for use by	the Indiana Oversight Commi	lee on Public Records.
Signature of official destroying records	Middle & Charle	H	Date signed (month, day, year)
Printed name of official destroying records	Mir holle L.Puckett		Oate records destroyed (month, day, year) 2/6/2025

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

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State Form 44905 (R10 / 4-23) 1

FEB 0 6 2025

INDIANA ARCHIVES AND RECORDS ADMINISTRATION COUNTY / LOCAL RECORDS MANAGEMENT

402 West Washington Street, Room W472 Indianapolis, Indiana 46204 Telephone: 317-232-3380 E-mall: cty@lara.in.gov

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	CONTACT	INFORMATION		
Name of office Treasurer			County Kosciusko	
Address (number and street) 100 W Center St. Rm 215	,	City Warsaw		ZIP code 46580
Name of contact person Michelle Puckett	Telephone number 574-372-23270		Ë∙mall address mpuckett@	kosciusko.ln.gov

RECORD SERIES INFORMATION					
RECORD SERIES TITLE OF RECORDS TO BE DESTROYED	DATE RANGE OF RECORDS (in / yyyy to m / yyyy)	RECORD SERIES NUMBER (REQUIRED)	VOLUME (number of boxes, rolls, etc.)		
Basic Accounting Records-Revenue (Alcohol Permits)	1-1-2008 to 12-31-2008	GEN 10-10	5.27 MB		
Basic Accounting Records-Revenue (Alcohol Permits)	1-1-2007 to 12-31-2007	GEN 10-10	6.53 MB		
Basic Accounting Records-Revenue (Alcohol Permits)	1-1-2006 10 12-31-2006	GEN 10-10	5.13 MB		
Basic Accounting Records-Revenue (Del Gov List)	1-1-2009 to 12-31-2009	GEN 10-10	791 KB		
Basic Accounting Records-Revenue (Del Gov List)	1-1-2010 to 12-31-2010	GEN 10-10	207 KB		
Basic Accounting Records-Revenue (Det Gov List)	1-1-2011 to 12-31-2011	GEN 10-10	1.91 MB		
Basic Accounting Records-Revenue (Del Gov List)	1-1-2012 10 12-31-2012	GEN 10-10	1.74 MB		
Basic Accounting Records-Revenue (Del Gov List)	1-1-2013 to 12-31-2013	GEN 10-10	1.86 MB		
Basic Accounting Records-Revenue (Del Gov List)	1-1-2014 10 12-31-2014	GEN 10-10	925 KB		
Basic Accounting Records-Revenue (Del Gov List)	1-1-2015 to 12-31-2015	GEN 10-10	549 KB		
Basic Accounting Records-Revenue (Del Gov List)	1-1-2016 to 12-31-2016	GEN 10-10	1.85 MB		
Basic Accounting Records-Revenue (Del Gov List)	1-1-2017 to 12-31-2017	GEN 10-10	2,23 MB		

DESTRUCTION INFORMATION	
These records were destroyed according to a retention schedule approved for use by the Indiana Oversight Commit	itee on Public Records.
Signature of official destroying records	Dale signed (month, day, year)
Printed name of official destroying regords Position	Date records destroyed (month, day, year) 2/6/2025
Michelle L. Vuckett / McGS488	

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

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State Form 44905 (R10 / 4-20)

FEB 0 6 2025

INDIANA ARCHIVES AND RECORDS ADMINISTRATION COUNTY/LOCAL RECORDS MANAGEMENT

402 West Washington Street, Room W472 Indianapolis, Indiana 46204 Telephone: 317-232-3380 E-mail: cly@lara.in.gov

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	RECORD SERIES INFORMA	ATION	
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-Expanditures (Month End Balance)	1-1-2007 to 12-31-2007	GEN 10-11	94.5 KB
Basic Accounting Records-Expenditures (Month End Balance)	1-1-2008 10 12-31-2008	GEN 10-11	252 KB
Basic Accounting Records Expenditures (Month End Balance)	1-1-2009 10 12-31-2009	GEN 10-11	302 KB
Basic Accounting Records-Expanditures (Month End Balance)	1-1-2010 to 12-31-2010	GEN 10-11	336 KB
Basic Accounting Records-Expenditures (Month End Belance)	1-1-2011 to 12-31-2011	GEN 10-11	233 KB
Basic Accounting Records-Expenditures (Month End Balance)	1-1-2012 to 12-31-2012	GEN 10-11	400 KB
Basic Accounting Records Expenditures (Atonth End Balance)	1-1-2013 to 12-31-2013	GEN 10-11	150 KB
	to .		
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	to		

DESTRUCTION INFORMATION These records were destroyed according to a retention schedule approved for use by the Indiana Oversight Committee on Public Records.				
Printed name of official destroying records Michelle L. Pucketh Position Position Position 2/5/2025				



NOTICE OF DESTRUCTION OF COUNTY/LOCAL/ INDIANA ARCHIVES AND RECORDS ADMINISTRATION GOVERNMENT RECORDS IN ACCORDANCE WITH COUNTY/LOCAL RECORDS MANAGEMENT 402 West Washington Street Room W472 AN APPROVED RETENTION SCHEDULE

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State Form 44905 (R10 / 4-23)

JAN 3 1 2025

402 West Washington Street, Room W472 Indianapolis, Indiana 46204 Telephone: 317-232-3380 E-mail: cly@lara.in.gov

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CONTACT INFORMATION						
Name of office Treasurer			County Kosciusko			
Address (number end street) 100 W Center St. Rm 215 City Warsaw ZIP code 46580						
Name of contact person Michelle Puckett Telephone number 574-372-23270 E-meil address mpuckett@kosclusko.in.gov				•		

	RECORD SERIES INFORM	ATION	
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.)
Surplus Balancing	1-1-2016 12-31-2018	TR 10-05	1 Folder
Property Tax Clearance Form	1-1-2007 10 12-31-2011	GEN 10-10	1 Folder
Annual Reports	1-1-2008 to 12-31-2017	GEN 10-10	1 Folder
Year End Cash Count	1-1-2008 6 12-31-2010	GEN 10-10	1 Folder
Year End Cash Count	1-1-2016 10 12-31-2018	GEN 10-10	1 Folder
Tax Payment Receipts	1-1-2013 to 12-31-2013	GEN 10-10	1 Mail Tray
	to		
,	to		

DESTRUCTION INFORMATION	
These records were destroyed according to a retention schedule approved for use by the Indiana C	Oversight Committee on Public Records.
Signature of official destroying records	Date signed (month, day, year)
Printed name of official destroying records Mir lielle Jun hatt	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)

402 West Washington Street, Room W472 Indianapolis, Indiana 46204 Telephone: 317-232-3380 E-mail: cty@lara.in.gov

INDIANA ARCHIVES AND RECORDS ADMINISTRATION

COUNTY / LOCAL RECORDS MANAGEMENT

JAN 3 0 2025

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- CLERK, KOSCIUSKO CIRCUIT & SUPPRIOR COURTS.

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	CONTACT	INFORMATION		
Name of office Treasurer			County Kosciusko	
Address (number end street) 100 W Center St. Rm 215		City Warsaw	, , , , , , , , , , , , , , , , , , ,	ZIP code 46580
Name of contact person Michelle Puckett Telephone number 574-372-23270 E-mail address mpuckett@kosciusko.in.gov				

	RECORD SERIES INFORM	ATION	
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.)
Census Report	1-1-2008 to 12-31-2008	GEN 10-10	1 Folder
Census Report	1-1-2009 to 12-31-2009	GEN 10-10	1 Folder
Census Report	1-1-2010 10 12-31-2010	GEN 10-10	1 Folder
Census Report	1-1-2011 6-12-31-2011	GEN 10-10	1 Folder
Census Report	1-1-2012 to 12-31-2012	GEN 10-10	1 Folder
Census Report	1-1-2013 to 12-31-2013	GEN 10-10	1 Folder
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DESTRUCTION INFORMATION				
These records were destroyed according to a retention schedule approved for use by the Indiana Oversign	ht Committee on Public Records.			
Signature of official destroying records	Date signed (month, day, year) 1/30/2025			
Printed name of official destroying records Michelle L. Puckett Position	Date records destroyed (month, day, year)			



NOTICE OF DESTRUCTION OF COUNTY LOCAL GOVERNMENT RECORDS IN ACCORDANCE WITH AN APPROVED RETENTION SPHEDULE

State Form 44905 (R10 / 4-23)

JAN 2 9 2025

AND ANA ARCHIVES AND RECORDS ADMINISTRATION
COUNTY / LOCAL RECORDS MANAGEMENT
402 West Washington Street, Room W472

indianapolis, Indiana 46204 Telephone: 317-232-3380 E-mall: <u>cty@iara.in.gov</u>

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	CONTACT	INFORMATION		
Name of office Treasurer		, III . III	County Kosclusko	
Address (number and street) 100 W Center St. Rm 215	V-V-V-	City Warsaw		ZiP code 46580
Name of contact person Michelle Puckett	Telephone number 574-372-23270		E-mail addres mpuckett@	s Dkosciusko.in.gov

	RECORD SERIES INFORM.	ATION	
RECORD SERIES TITLE OF RECORDS TO BE DESTROYED	DATE RANGE OF RECORDS (m/yyyy)	RECORD SERIES NUMBER (REQUIRED)	VOLUME (number of boxes, rolls, etc.)
Mobile Home Permits	1-1-2017 to 12-31-2018	TR 10-06	198 MB
Mobile Home Permits	1-1-2014 to 12-31-2014	TR 10-06	92.0 MB
Mobile Home Permits	1-1-2015 10 12-31-2015	TR 10-06	119 MB
Mobile Home Permits	1-1-2016 to 12-31-2016	TR 10-06	123 MB
Mobile Home Permits	1-1-2017 to 12-31-2017	TR 10-06	211 MB
Mobile Home Permits	1-1-2019 to 12-31-2019	TR 10-06	193 MB
Mobile Home Permits	1-1-2020 to 12-31-2020	TR 10-06	452 MB
Mobile Home Permits	1-1-2021 to 12-31-2021	TR 10-06	415 MB
	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	Suchits	Date signed (month, day, year)			
Printed name of official destroying records' Without L. Purkett	Treasure	Date records destroyed (month, day, yeer) 1/29/2025			





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INDIANA ARCHIVES AND RECORDS ADMINISTRATION COUNTY / LOCAL RECORDS MANAGEMENT

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	CONTACT	INFORMATION		101-08-718-000-044-000-0
Name of office Treasurer			County Kosciusko	
Address (number and street) 100 W Center St. Rm 215		Clty Warsaw		ZIP code 46580
Name of contact person Michelle Puckett	Telephone number 574-372-23270	•	E-mell address mpuckett@kosclusko.in.gov	

	RECORD SERIES INFOR	MATION	
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.)
General Files (returned tax statements)	1/1/08 to 12/31/08	Gen 10-04	3 large mall trays and 164 ME
General Files (returned tax statements)	1/1/2021 to 12/31/202	Gen 10-04	392 MB
General Files (returned tax statements)	1/1/2020 to 12/31/2020	Gen 10-04	332 MB
General Files (returned tax statements)	1/1/2019 10 12/31/2019	Gen 10-04	355 MB
General Files (returned tax statements)	1/1/2018 10 12/31/2018	Gen 10-04	539 MB
General Files (returned tax statements)	1/1/2017 to 12/31/2017	Gen 10-04	464 MB
General Files (returned tax statements)	1/1/2016 to 12/31/2010	Gen 10-04	463 MB
General Files (returned tax statements)	1/1/2015 to 12/31/2016	Gen 10-04	338 MB
General Files (returned tax statements)	1/1/2014 10 12/31/2014	Gen 10-04	271 MB
General Files (returned tax statements)	1/1/2007 to 12/31/2007	Gen 10-04	408 MB
	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		Dale signed (month, day, year) /-2/-25			
Printed name of official destroying records Michelle 1. Puckett	Position - / CECISUCEC	Date records destroyed (month, day, year) 1/21/2025			



NOTICE OF DESTRUCTION OF COUNTY / LOCAL GOVERNMENT RECORDS IN AN APPROVED RETENTION SCHE

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-mall: cly@iara.in.gov

This form is to be used only for documenting the destruction of the control of th

For requests to dispose of records not listed on a retantion schedule use State Form 30005. For requests to transfer records scheduled as PERMANENT to a Instructions: 1. Complete ALL Contac Chiral Records Wilder Contact Chiral Records Instructions of the Instruction of the Instructions of the Instruction of the Instr

- - 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,
 - 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 Records for Inclusion in the minutes of the next meeting and retain one (1) for your records.

	CONTACT	INFORMATION	· · · · · ·	
Name of office Treasurer			County Kosciusko	
Address (number and street) 100 W Center St, Rm 215	,	City Warsaw		ZIP code 46580
Name of contact person Michelie Puckett	Telephone number 574-372-23270	,, , , , , , , , , , , , , , , , , , ,	E-mail addres mpucket(@	s Dkosciusko.in.gov

	RECOR	D SERIES INFORM	ATION	
RECORD SERIES TITLE OF RECORDS TO BE DESTROYED		GE OF RECORDS /y to m / yyyy)	RECORD SERIES NUMBER (REQUIRED)	VOLUME (number of boxes, rolls, etc.
Bankruptcy Files	2001	to 2005	TR 10-03	1 Folder
Bankruptcy Files	2006	to 2007	TR 10-03	1 Folder
Bankruptcy Files	2008	to 2010	TR 10-03	1 Folder
Bankruptcy Files	2011	[™] 2012	TR 10-03	1 Folder
Bankruptcy Files	2013	∞2015	TR 10-03	1 Folder
Bankruptcy Files	2016		TR 10-03	1 Folder
Bankruptcy Files	2018	to 2018	TR 10-03	1 Folder
Bankruptcy Files	2019	to 2019	TR 10-03	1 Folder
		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	rlett	Dale signed (month, day, year)			
Printed name of afficiel destroying records Michelle L. PixWett	Position Treasurer	Date records destroyed (month, day, yeer) 6/2/2025			

