# NOTICE OF DESTRUCTION
# (Local Government Public Records)

State Form 44905 (R3 / 11-10)

**INDIANA COMMISSION ON PUBLIC RECORDS**
402 West Washington Street, Room W472
Indianapolis, Indiana 46204

*INSTRUCTIONS:*
1. *Complete this form, listing all requested information.*
2. *Send the original to the Clerk of the Circuit Court of your county.*
3. *Send a copy of this form to the Indiana Commission on Public Records at the above address.*
4. *Retain a copy of this form for your records.*

**RECORDS MEASUREMENT TABLE**

- 1 Archives box (10" x 12" x 15") inside = 1 cubic foot of records
- 1 Letter size file drawer = 1 1/2 cubic feet of records
- 1 Legal size file drawer = 1 1/2 cubic feet of records
- 1 Number 11 record transfer box = 2 cubic feet of records
- 1 Linear foot of 8 1/2" x 14" documents = 1 cubic foot
- 1 Linear foot of 8 1/2" a 11" documents = 4/5 cubic feet
- 1 Linear foot of tab cards = 1/6 cubic feet
- 1 Linear foot of 3" x 5" cards = 1/9 cubic feet

| Name of office | | County | |
|---|---|---|---|
| Address (*number and street*) | | City | ZIP code |
| Name of contact person | Telephone number ( ) | E-mail address | |

| TITLE OF RECORDS DESTROYED | DATE OF RECORDS | RECORD SERIES AUTHORITY | VOLUME *(cubic feet)* |
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Records destroyed according to a retention schedule approved for use by the Oversight Committee on Public Records and the Commission of Public Records of _____ County.

| Signature of official destroying records | | Date signed *(month, day, year)* |
|---|---|---|
| Printed name of official destroying records | Position | Date records destroyed *(month, day, year)* |