

STATE OF INDIANA

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TIPPECANOE CIRCUIT COURT

Sean M. Persin  
Judge



Linda Stockdale, Probate Commissioner  
Amber Laffoon, Court Reporter  
Ronda Troemel, Court Reporter  
Kirsten White, Bailiff

January 27, 2025  
*Via Certified Mail – Return Receipt Requested*

Monica Casanova  
Fairfield Township Trustee  
718 Wabash Avenue  
Lafayette, Indiana 47905

Re: Notices of Destruction

Dear Ms. Casanova,

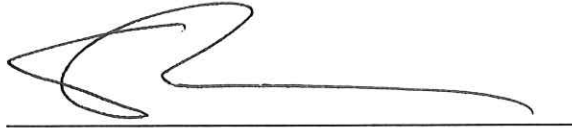
The Tippecanoe County Commission of Public Records recently reviewed your September 19, 2024 Notices of Destruction of County/Local Government Records in Accordance with an Approved Retention Schedule. For the most part, the notices appear to comply with the attached retention schedule.

However, the attached notice reports that two boxes of documents containing Township Assistance Applications through February and March of 2022 were destroyed on September 9, 2024. This does not appear to comply with the required retention period. As you may know, a public official who recklessly, knowingly, or intentionally destroys or damages a public record could be prosecuted for Unlawful Destruction of Records, a level 6 felony, under I.C. 5-15-6-8. The local Commission does not prosecute violations, but may refer matters to the Indiana Archives and Records Administration or the Prosecutor's Office, when appropriate.

The purpose of my letter is to call your attention to this important matter and remind you that the Commission is available to assist your office with questions about the destruction of public records. I encourage you to reach out to Tippecanoe County Clerk Julie Roush if have any specific questions in this regard.

I recognize that non-compliance may be result of mistake. At this time, the Commission does not intend to refer this matter to IARA or Mr. Harrington. However, if this becomes a pattern, the Commission may report non-compliance to the appropriate authorities.

Sincerely,

A handwritten signature in black ink, consisting of a stylized, elongated shape that tapers to the right.

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Sean M. Persin  
Chair, Tippecanoe County  
Commission of Public Records



# Township Trustee Retention Schedule (TT)

INDIANA ARCHIVES AND RECORDS ADMINISTRATION (IARA) – County/Local Records Management

ITEM #	RECORD SERIES	TITLE/DESCRIPTION	RETENTION PERIOD
1	TT 10-04	RESOLUTION RECOMMENDING SALARIES OF TOWNSHIP OFFICERS AND EMPLOYEES  Form 17.	PERMANENT. See Retention Schedule Instructions for format and transfer options.
2	TT 14-01	TOWNSHIP ASSISTANCE APPLICATIONS AND ACTIONS  May Include Township Forms TA-1 (Application for Township Assistance), TA-1A (Notice of Township Assistance Action) and TA-1B (Application for Additional or Continuing Township Assistance).	DESTROY after three (3) years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.



**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: [clv@lara.in.gov](mailto:clv@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 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 <u>Fairfield Township</u>		County <u>Tippecanoe</u>	
Address (number and street) <u>718 Wabash Ave</u>		City <u>LaFayette</u>	ZIP code <u>47405</u>
Name of contact person <u>Monica Casanova</u>	Telephone number <u>765-742-7476</u>	E-mail address <u>trustee@fairfieldtownship79.org</u>	

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.)
<u>Township Assistance Application</u>	<u>08/2007<sup>10</sup> 12/2017</u>	<u>TT 14.1</u>	<u>1 box</u>
<u>Township Assistance Application</u>	<u>01/2017<sup>10</sup> 01/2018</u>	<u>TT 14.1</u>	<u>1 box</u>
<u>Township Assistance Application</u>	<u>01/2017<sup>10</sup> 11/2017</u>	<u>TT 14.1</u>	<u>1 box</u>
<u>Township Assistance Application</u>	<u>01/2017<sup>10</sup> 12/2017</u>	<u>TT 14.1</u>	<u>1 box</u>
<u>Township Assistance Application</u>	<u>02/2017<sup>10</sup> 12/2017</u>	<u>TT 14.1</u>	<u>1 box</u>
<u>Township Assistance Application</u>	<u>06/2017<sup>10</sup> 02/2022</u>	<u>TT 14.1</u>	<u>1 box</u>
<u>Township Assistance Application</u>	<u>07/2021<sup>10</sup> 03/2022</u>	<u>TT 14.1</u>	<u>1 box</u>
	to		
	to		
	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 <u>Monica Casanova</u>		Date signed (month, day, year) <u>9/19/24</u>
Printed name of official destroying records <u>MONICA CASANOVA</u>	Position <u>Trustee</u>	Date records destroyed (month, day, year) <u>9/19/24</u>