

UPDATED 05/04/2010						
BOX#	YEAR			SHELF#	RETENTION NUMBER AND YRS TO KEEP IN INVENTORY	DESTRUCTION DATE
897	1999	LAMAR	1999 FROZEN TAX LIST FROM LAMAR (10/28/99)/ REPORT BY TAX YEAR-LAMAR FREEZE ACCTS (THIS LIST CAME FROM CAD)/ FREEZE REPORT FOR LAMAR FROM CAD 7/12/99/ REPORT OF DUMMY STMTS FOR LAMAR FRZ ACCTS NOT MAILED W/ORIGINAL STMTS/ REPORT OF LAMAR & UGSA FREEZE AMT DIFFERENCES PRINTED BY FELIX/ 1999 NEW IMPROVEMENT VALUE; LIST OF ACCTS FROM CAD/ TAX REF APPLICATION NOT PROCESSED	18	3000-02 3 YRS/ AFTER 10 YRS	12/31/2009
1377	2007-PRIOR	RSH	2006-PRIOR SYSTEM CORRECTION FOLDERS 12/22/2006 thru 01/31/2007	27	3000-02 3 YRS	1/31/2010
1378	2007-PRIOR	RSH	2006-PRIOR SYSTEM CORRECTION FOLDERS 02/01/2007 thru 03/06/2007	27	3000-02 3 YRS	3/6/2010
1379	2007-PRIOR	RSH	2006-PRIOR SYSTEM CORRECTION FOLDERS 03/07/2007 thru 04/23/2007	27	3000-02 3 YRS	4/23/2010
1796	2008	RSH	2008-PRIOR LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 01/02/2009 (031252-031414, 307377-307491, 307287-307376, 806864-807017, 307935-307975, 807018-807116, 806689-806761, 307869-307934, 307976-308020, 806762-806863, 307633-307773, 307493-307632, 806584-806688, 307142-307286, 806427-806504, 306956-307006, 806329-806426, 806505-806583, 307009-307141, 303961-031167, 307774-307868, 030761-030959)	14	3000-09 1 YR	1/2/2010
1797	2008	RSH	2008-PRIOR LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 01/05/2009 (807624-807759,807315-807400, 807205-807314 Missing 807224, 807401-807528 Missing 807481, 308169-308280, 308407-308503, 807117-807203, 807760-807813, 031599-031724, 308504-308611 Missing 308536 & 308600, 031725-031878 Missing 031842, 308612-308712 Missing 308632, 308633, 308635 & 308636, 308021-308096, 031415-031509, 031510-031598, 308097-308168 Missing 308105, 807529-807623 Missing 807530, 308281-308406 Missing 308352, 031879-031961 Missing 031917 & 031916)	21	3000-09 1 YR	1/5/2010
1798	2008	RSH	2008-PRIOR LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 01/06/2009 Box 1 of 2 (808693-808817 Missing 808742, 308715-308842 Missing 308785, 308733 & 308716, 807945-808046,808047-808137, 308843-308994 Missing 308865 & 308864, 807815-807944 Missing 807900 & 807884, 808603-808692 Missing 808651, 808818-808892, 808139-808228 Missing 808223 & 808148, 308995-309101, 808893-808980, 808385-808487, 808341-808384, 808229-808340 Missing 808270, 309191-309342 Missing 309321-309324, 808568-808602, 031971-032020 Missing 031973-031974, 310405-310494, 809196-809308 Missing 809304)	21	3000-09 1 YR	1/6/2010
1799	2008	RSH	2008-PRIOR LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 01/06/2009 Box 2 of 2 (809375-809430, 308642-308714 Missing 310687, 310695-310696, 310611-310641, 032245-032386 Missing 032323, 809309-809374, 309745-309857 Missing 309755, 032021-032170, 310495-310610 Missing 310512-310513, 808981-809059 Missing 809034, 310167-310263 Missing 310167, 310171-310172, 032171-032196, 309472-309610 Missing 309473, 309343-309471, 311392-311466, 309858-309971 Missing 309865, 809060-809195 Missing 809080 & 809130, 310335-310404 Missing 310377, 309611-309744 Missing 309655-309657, 310264-310334 Missing 310286-310287, 310299, 310324-310325, 310103-310159 Missing 310115, 809431-809483, 311724-311777, 309972-310102, 309102-309190, 310512-310513, 310687, 310695-310696)	21	3000-09 1 YR	1/6/2010
1800	2008	RSH	2008-PRIOR LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 01/07/2009 (809652-809583, 809582-809484, 310994-310870, 311573-311649, 310369-310721 Missing 310837 & 310737, 311050-311722, 310995-311098, 311298-311390, 311467-311572 Missing 311495, 311169-311232, 311233-311297, 311099-311168)	21	3000-09 1 YR	1/7/2010
1801	2008	RSH	2008-PRIOR LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 01/08/2009 (312575-312633, 032847-032892, 312521-312574, 032761-032846, 032655-032760 Missing 032703, 032572-032654, 809653-809713, 032495-032571, 312301-312388, 312113-312198, 032390-032494, 312199-312300, 311778-311907 Missing 311858, 809720-809786, 311908-311992, 809881-809943 Missing 809902 & 809890, 311993-312112, 809787-809880 Missing 809824, 312389-312453, 312454-312520 Missing 312493)	21	3000-09 1 YR	1/8/2010
1802	2008	RSH	2008-PRIOR LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 01/13/2009 (313465-313596, 810374-810470, 810804-810857, 810273-810373, 313598-313684 Missing 313605-313609, 810576-810636 Missing 810588, 313864-313990 Missing 313921, 810733-810803 Missing 810762-810770, 313685-313770 Missing 313687-313688, 313771-313863 Missing 313785, 810637-810732, 033627-033673, 810471-810575, 313411-313464, 033481-033626 Missing 033525)	21	3000-09 1 YR	1/13/2010
1803	2008	RSH	2008-PRIOR LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 01/09-01/13/2009 (032893-033062, 312706-312804, 312805-312904 Missing 312878, 033063-033190, 312634-312705 Missing 312655 & 312670, 312905-312968 Missing 312921, 809944-810098, 312969-313023, 033428-033480, 313395-313410, 810183-810272, 313260-313351, 033191-033311 Missing 033298-033302, 313163-313259 Missing 313189-313190 & 313245)	15	3000-09 1 YR	1/12/2010
1804	2008	RSH	2008-PRIOR LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 01/14/2009 (033884-033991, 810939-811058 Missing 810998 & 810944, 314160-314215, 314079-314159, 313991-314078 Missing 314027, 818858-810938, 033732-033883, 811059-811195, 811196-811302, 033675-033731)	24	3000-09 1 YR	1/14/2010
1805	2008	RSH	2008-PRIOR LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 01/15/2009 (811304-811393 Missing 811365, 314871-314949, 034196-034322, 314276-314364, 314216-314275 Missing 314237-314248, 314614-314686, 811394-811513 Missing 811505-811506, 314687-314777, 314452-314541, 034084-034195, 314950-315029, 314542-314613 Missing 31545-314546 & 314553, 033992-034083 Missing 034053, 314365-314451, 314778-314870)	24	3000-09 1 YR	1/15/2010
1806	2008	RSH	2008-PRIOR LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 01/15/2009 (315030-315155, 811514-811607, 811805-811838, 034483-034619, 315242-315309, 315156-315241, 034323-034482 Missing 034326-034336 & 034394 & 034402 & 034404 & 034410 & 034412, 811608-811699 Missing 811613-811615 & 811958, 811700-811804 Missing 811722 & 811727 & 811770 & 811775)	23	3000-09 1 YR	1/15/2010
1807	2008	RSH	2008-PRIOR LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 01/20/2009 (315310-315474 Missing 315334, 315475-315619 Missing 315487 & 315498, 315620-315733 Missing 315333 & 315675, 315734-315861 Missing 315795, 315863-315934 Missing 315875-315876, 315935-316009 Missing 315986, 034620-034689, 034715-034798, 034799-034899, 034900-034994, 811839-812004)	23	3000-09 1 YR	1/20/2010
1808	2008	RSH	2008-PRIOR LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 01/21/2009 (035000-035065 Missing 035001-035005, 815005-812082, 812083-812148, 035067-035149 Missing 035066, 034995-034999, 812347-812457 Missing 812408, 812738-812822, 315259-316379 Missing 316268 & 316371, 035150-035243, 812149-812225, 812640-812737, 316166-316258, 812458-812541 Missing 812479, 316010-316165 Missing 316073, 812542-812645, 812226-812346)	23	3000-09 1 YR	1/21/2010

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BOX#	YEAR				SHELF#	RETENTION NUMBER AND YRS TO KEEP IN INVENTORY	DESTRUCTION DATE
1809	2008	RSH	2008-PRIOR LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 01/22/2009 (812965-813060, 0316989-317101, 035312-035397, 812825-812964, 813061-813153, 813154-813256, 813257-813344 Missing 813269, 316620-316747, 316483-316619 Missing 316484, 316814-316988 Missing 316868-316870 & 316939, 317102-317262 Missing 317231, 316748-316813, 316380-316482 Missing 316481, 035244-035311 Missing 035251)		27	3000-09 1 YR	1/22/2010
1810	2008	RSH	2008-PRIOR LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 01/23/2009 (317263-317363, 317364-317430, 317431-317520, 317521-317617 Missing 317550, 317618-317711, 317712-317821, 813345-813485 Missing 813384-813387, 813486-813585, 813586-813697 Missing 813655-813656, 813699-813767, 813768-813862, 813863-814014, 814015-814094, 814095-814165, 814166-814283, 035398-035424, 035476-035507, 035425-035474)		27	3000-09 1 YR	1/23/2010
1813	2008	RSH	2008-PRIOR LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 01/26/2009 (035835-035874, 035875-035992 Missing 035937, 035556-035651. 814621-814744 Missing 814637 & 814702, 814391-814517 Missing 814503, 035767-035834, 318275-318364, 318365-318496 Missing 318423, 317822-317964 Missing 317906, 318497-318642, 318643-318707, 814284-814390 Missing 814298, 814745-814869, 318162-318274, 814518-814620, 317965-318068, 035655-035766, 318069-318161)		6	3000-09 1 YR	1/26/2010
1814	2008	RSH	2008-PRIOR LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 01/27/2009 Box 1 of 2 (815837-815932, 318824-318878, 319290-319365, 319174-319289, 319044-319097, 319449-319539, 816088-816174, 036123-036229, 319098-319173, 815469-815577 Missing 815483, 036034-036122, 035993-036033 Missing 035994-, 036000, 036002-036003, 815222-815296, 816014-816087, 815297-815421)		6	3000-09 1 YR	1/27/2010
1815	2008	RSH	2008-PRIOR LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 01/27/2009 Box 2 of 2 (814871-814998, 815082-815160, 391540-319659 Missing 319631, 318708-318823 Missing 318714, 816175-816297, 318879-319043, 319366-319448, 814999-815081, 815578-815643, 815161-815221, 815644-815739, 815740-815836, 815422-815468, 815933-816013)		6	3000-09 1 YR	1/27/2010
1816	2008	RSH	2008-PRIOR LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 01/28/2009 (816666-816763, 816515-816594, 036230-036299, 816595-816665, 816403-816514, 319738-319863, 036230-036406 Missing 036404, 036407-036798 Missing 036434-036437, 320010-320079 Missing 320069, 320228-320331, 320177-320227, 319660-319737, 320080-320176, 320332-320428, 319948-320009, 319864-319974, 816299-816402, 816764-816898 Missing 816766)		27	3000-09 1 YR	1/28/2010
1817	2008	RSH	2008-PRIOR LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 01/29/2009 (321149-321243, 321083-321148, 321244-321327, 817563-817633, 817158-817244, 320840-320921, 320489-320555, 320922-321011, Missing 320932, 320429-320488, 817634-817757, 320556-320676, 036563-036499, 817355-817468, 817245-817354 Missing 817327, 321-329-321433, Missing 321375-321377, 320677-320753 Missing 320706, 817758-817826, 320754-320839, 321012-321082, 817469-817562, 817827-817896 Missing 817859-817863, 826919-817043 Missing 816921-816923 & 816928. 817044-817157 Missing 817049 & 817125, 036564-036602, 036603-036661 Missing 036650-036652)		27	3000-09 1 YR	1/29/2010
1822	2008	RSH	2008-PRIOR LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 01/30/2009 (817897-817986, 818483-818558 Missing 818473, 818201-818320 Missing 818246, 817987-818118 Missing 818116, 321537-321658 Missing 321655 818559-818634, 321859-321951, 818119-818200, 036749-036862, 036662-036748 Missing 036679, 036692 & 036720, 321434-321536, 036936-037079 Missing 037034-037046, 321952-322088, 321659-321744 Missing 321674, 321745-321858, 818635-818777 Missing 818709 & 818710, 036866-036935, 818321-818390)		6	3000-09 1 YR	1/30/2010
1823	2008	RSH	2008-PRIOR LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 02/02/2009 Box 1 of 2 (819343-819397, 322821-322947 Missing 322855, 819398-819515 Missing 819415, 819446, 819481-819482, 323153-323313, 323293-323393, 037287-037356 Missing 037293, 037300, 037353-037354, 819003-819119 Missing 819113, 322544-322651, 323066-323152, 819516-819562 Missing 819528, 037251-037286 Missing 037254, 037263-037267)		10A	3000-09 1 YR	2/2/2010
1824	2008	RSH	2008-PRIOR LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 02/02/2009 Box 2 of 2 (818778-818884 Missing 818826, 322191-322304, 322089-322189, 819120-819246, 322305-322402 Missing 322365-322368, 037168-037246, 819247-819342, 322948-323065 Missing 322965-322966, 037080-037167, 322652-322736, 322737-322820 Missing 322801 & 322803, 322403-322543, 818885-819002 Missing 818964)		10A	3000-09 1 YR	2/2/2010
1825	2008	RSH	2008-PRIOR LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 02/03/2009 Box 1 of 2 (323544-323606, 320269-820349 Missing 820292-820297 & 820306-820307, 324868-321953, 820350-820430 Missing 820381-820386, 820500-820600 Missing 820522-820524 & 820543-820544, 325529-325621, 820030-820136 Missing 820078-820079, 820111 & 820132, 819713-819821 Missing 819720-819722, 323439-323543 Missing 323452-323453, 819633-819712 Missing 819656-819657, 819671, 819676, 819679, 819689-819690 & 819703, 819563-819632, 323394-323438 Missing 323432, 820760-820814, 819936-819978 Missing 819938 & 819976, 325437-325528, 325102-325265 Missing 325114, 819823-819931 Missing 819835, 819848, 819872, 819894, 819900-819901, 324469-324586 Missing 324527, 324640 324703, 324188-324241 Missing 324198 & 324222)		16	3000-09 1 YR	2/3/2010
1826	2008	RSH	2008-PRIOR LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 02/03/2009 Box 2 of 2 (323990-324056, 820965-821056, 324146-324187, 820818-820889, 324242-324317, 324584-324639 Missing 324585, 323787-323880, 324390-324450, 323607-323707, 820895-820964, 324954-325100 Missing 325062, 820601-820688 Missing 820685, 820689-820759, 324704-324867 Missing 324717, 324726, 324850-324854, 325360-325435 Missing 325380, 820143-820268 Missing 820157-820160, 820171 & 820173-820181, 820195-820200 & 820219, 821144-821215, 324057-324145, 323708-323786, 323881-323989 Missing 323946 & 323986, 324318-324389 Missing 324366, 325360-325435 Missing 325380, 820432-820499, 821057-801143 Missing 821061, 821132-821133, 325266-325347, 821216-821305, 821394-821395)		16	3000-09 1 YR	2/3/2010
1827	2008	RSH	2008-PRIOR LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 02/04/2009 (821646-821664, 037611-037617, 037367-037535, 821306-821393, 821587-821800, 821488-821586, 821396-821487, 821668-821732, 325622-325745, 821734-821787, 327893-328055, 325746-325824, 037536-037607)		6	3000-09 1 YR	2/4/2010
1828	2008	RSH	2008-PRIOR LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 02/05/2009 (037618-037628, 037682-037777, 821801-821871, 822087-822169, 822282-822400, 327897-327982, 326168-326280, 821942-822018, 327321-327418, 327551-327610, 822170-822280, 326281-327320, 327478-327550, 326087-326087-326167, 821872-821934, 325827-325887, 327674-327758, 328057-328092, 037633-037655, 327817-327892, 822019-822086, 327611-327673, 822401-822426, 327419-327477, 325888-325966, 327759-327816, 325969-326007, 326009-326086)		6	3000-09 1 YR	2/5/2010
1829	2008	RSH	2008 TAX RECEIPTS 11/24/2008, 11/26/2008, 12/01/2008, 12/03-12/05/2008, 12/08-12/12/2008, 12/15-12/19/2008, 12/22-12/24/2008, 12/30/2008, 01/02/2009, 01/05/2009, 01/07-01/09/2009, 01/12-01/16/2009, 01/20-01/23/2009		5	3000-09 1 YR AFT RTN	1/23/2010
1830	2008	RSH	2008 TAX RECEIPTS 01/26-01/30/2009, 02/02-02/06/2009, 02/09-02/13/2009, 02/17-02/19/2009, 02/23-02/26/2009		5	3000-09 1 YR AFT RTN	2/26/2010

UPDATED 05/04/2010						
BOX#	YEAR			SHELF#	RETENTION NUMBER AND YRS	DESTRUCTION
					TO KEEP IN INVENTORY	DATE
1838	2008	RSH	2008 1ST MAILER W/ FORWARDING & W/OUT FORWARDING 12/1/2008, 12/5-12/6/2008, 12/8-12/12/2008, 12/15-12/20/2008, 12/24/2008, 12/29/2008, 12/30-12/31/2008, 01/02/2009, 01/05-01/10/2009, 01/10/2009, 01/12-01/16/2009, 01/20/2009, 01/22-01/23/2009, 01/26-01/29/2009, 02/02-02/03/2009, 02/05/2009, 02/09/2009, 02/11/2009, 02/18-02/19/2009, 02/23/2009, 02/25/2009, 03/02/2009, 03/05-03/06/2009, 03/09/2009,03/11/2009, 03/13/2009, 03/16/2009, 03/19-03/20/2009, 03/23/2009, 03/27/2009 & 03/30/2009	5	3000-09 1 YR AFT RTN	3/30/2010
1839	2008-PRIOR	RSH	2008-PRIOR YEARS DELQ STMTS 11/25-11/26/2008, 12/01/2008, 12/03/2008,12/08/2008, 12/19/2008, 12/22/2008, 01/26/2009, 02/11/2009, 02/24/2009, 03/06/2009, 03/16/2009, 03/18-03/20/2009, 03/23/2009, 03/25/2009 & 03/30/2009	5	3000-09 1 YR AFT RTN	3/30/2010
1856	2008	RSH	2008 1ST MAILER 04/06/2009/ 2008 DELQ STMT 04/03/2009/ 2008 CORRECTED TAX STMT 12/22/2008, 12/29-12/30/2008, 01/02/2009/ 2008 33.11 TAX STMT 04/06/2009/ 2008 1ST MAILER TEMPORARILY AWAY 11/14/2008, 11/17-11/18/2008, 11/21/2008, 11/24-11/25/2008, 11/28/2008, 12/4-12/5/2008, 12/8//2008, 12/12/2008, 12/15-12/16/2008, 01/05/2009, 01/27/2009, 03/02/2009, 04/06/2009/ 2008 TAX STMT REMINDER W/ FORWARDING & NO FORWARDING 01/26-01/30/2009, 02/02-02/04/2009, 02/06/2009, 02/09-02/13/2009, 02/17-02/19/2009, 02/23/2009, 03/09/2009	10	3000-09 1 YR AFT RTN	4/6/2010
1865	2008	RSH	2008-PRIOR LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 02/06/2009-02/26/2009 (822475-822487,822562-822623, 037780-037790, 328279-328346 Missing 328281, 328094-328210 Missing 328097-328098, 328211-328276 Missing 328271-328272, 822510-822561, 822427-822474, 037832-037839, 037791-037831, 037904-037973 Missing 037914, 037840-037903, 037971-038053 Missing 037972-037975, 038054-038132, 038134-038201 Missing 038138, 038203-038255, 038256-038368 Missing 038354, 038369-038520 Missing 038378-038379, 038521-038587, 038588-038640, 038731-038809, 038642-038730, 038642-038730, 038810-038951, 038952-039067)	6	3000-09 1 YR	2/26/2010
1866	2008	RSH	2008-PRIOR LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 02/27/2009-03/24/2009 (039068-039194, 039195-039334, 039335-039441, 039442-039548, 039549-039620, 039621-039698, 039699-039765, 039801-039839, 039840-039868, 039870-039926, 039928-039970, 039971-040009, 040010-040053, 822624-822654, 040054-040131, 040132-040182, 040183-040219, 040220-040266, 040267-040288, 040290-040352)	6	3000-09 1 YR	3/24/2010
1882	2008	RSH	2008 LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 04/03/2009-05/12/2009 (040812-040835, 040861-040882, 040883-040899, 040908-040961, 822655-822681, 040964-041008, 041013-041026, 041027-041042, 041043-041065, 041066-041078, 822682-822707, 822716-822729, 041079-041089, 041090-041106, 041107-041151, 041152-041186, 041187- (Only 1 envelope for this day), 041188-041291, 041293-041323, 041324-041333, 041334-041349, 041350-041353, There was no LBx on 5/11/2009, 041356-041369)	12	3000-09 1 YR	5/12/2010
1980						