

UPDATED 11/24/2010				
BOX#	YEAR		DESTRUCTION LIST thru 12/21/2010	
				SHELF# RETENTION NUMBER AND YRS TO KEEP IN INVENTORY
763	1997-PRIOR	KISD	1997-PRIOR KENDLETON ISD TAX RECEIPTS Per Patsy ok to destroy on 9/16/2010	29 1025-28 6 YRS
1139	2002-2003	COL	2002-2003 A-M PYMT PLAN (CLOSED) FBC 07/2002-07/2003 Per Patsy ok to destroy on 9/16/2010	6 3000-07 AV/ AFTER 10 YRS
1140	2002-2003	COL	2002-2003 A-M PYMT PLANS (CLOSED) FBC 04/2002-04/2003 Per Patsy ok to destroy on 9/16/2010	6 3000-07 AV/ AFTER 10 YRS
1144	2002-2003	COL	2002-2003 PYMT PLANS (DEFAULT) FBC, NISD, RSBG 07/2002-07/2003 Per Patsy ok to destroy on 9/16/2010	6 3000-07 AV/ AFTER 10 YRS
1191	2003-2004	COL	2002-2003 CLOSED/ DEFAULTED PYMT PLAN AGMTS (A - J) Per Patsy ok to destroy on 9/16/2010	6 3000-07 AV/ AFTER 10 YRS
1192	2003-2004	COL	2002-2003 CLOSED/ DEFAULTED PYMT PLAN AGMTS (K - Z) Per Patsy ok to destroy on 9/16/2010	6 3000-07 AV/ AFTER 10 YRS
1320	2004	RSH	2004 SPECIAL INVENTORY TAX A-B	4 1025-26A+27 FE+5 YRS
1321	2004	RSH	2004 SPECIAL INVENTORY TAX C-G	4 1025-26A+27 FE+5 YRS
1322	2004	RSH	2004 SPECIAL INVENTORY TAX H-ME	4 1025-26A+27 FE+5 YRS
1323	2004	RSH	2004 SPECIAL INVENTORY TAX MG-ST	4 1025-26A+27 FE+5 YRS
1324	2004	RSH	2004 SPECIAL INVENTORY TAX SU-Z	4 1025-26A+27 FE+5 YRS
1393	2005 - 2006	TAX AD	2005-2006 - LINE ITEM/BUDGET - YEARLY SPENDING -10/01/2005-09/30/2006 (See list in box for details)	7 1025-26 FE + 3 YR
1394	2005 - 2006	TAX AD	2005-2006 - LINE ITEM/BUDGET - YEARLY SPENDING -10/01/2005-09/30/2006 (See list in box for details)	7 1025-26 FE + 3 YR
1539	2005	TAX AD	2005 SPECIAL INVENTORY TAX-MONTHLY REPORTS & END OF YEAR REPORTS	4 1025-26A+27 FE+5 YRS
1626	2005	RSH	2005 SPECIAL INVENTORY TAX A-B	4 1025-26A+27 FE+5 YRS
1627	2005	RSH	2005 SPECIAL INVENTORY TAX B-C	4 1025-26A+27 FE+5 YRS
1628	2005	RSH	2005 SPECIAL INVENTORY TAX D-H	4 1025-26A+27 FE+5 YRS
1629	2005	RSH	2005 SPECIAL INVENTORY TAX J-M	4 1025-26A+27 FE+5 YRS
1630	2005	RSH	2005 SPECIAL INVENTORY TAX N-S	4 1025-26A+27 FE+5 YRS
1631	2005	RSH	2005 SPECIAL INVENTORY TAX S-X & DELETED ACCOUNTS	4 1025-26A+27 FE+5 YRS
1649	2007-PRIOR	RSH	2007-PRIOR SYSTEM CORRECTIONS 07/17/2007-09/17/2007	21 3000-02 3 YRS
1650	2007-PRIOR	RSH	2007-PRIOR SYSTEM CORRECTIONS 09/18/2007-10/18/2007	21 3000-02 3 YRS
			2001-2006 FORT BEND CENTRAL APPRAISAL DISTRICT SUPPLEMENT TOTALS 2001 Supl #35-36, 2002 Supl #31-33, 2003 Supl #23-25, 2004 Supl #17-19, 2005 Supl #13-15, 2006 Supl #1-3 with & without Comptroller Audit / ASSESSMENT ROLL GRAND TOTALS REPORT COPIES SENT TO LCISD, HCC AND CITY OF ROSENBERG for 2005 Supl # 1-3, 5-7, 10-12 And 2004 Supl # 7-8 and Corresponding Back Years Supl Totals	29 3000-02 3 YRS
1652	2001-2006	RSH	2001-2006 FORT BEND CENTRAL APPRAISAL DISTRICT SUPPLEMENT TOTALS 2002 Supl #36-38, 2003 Supl #30-32, 2004 Supl #23-25, 2005 Supl #20-22, 2006 Supl #8-10 with & without Comptroller Audit / COPY OF 03/22/2007 MEMO REGARDING 2001 Supl #37, 2002 Supl #35-37, 2003 Supl #29-31, 2004 Supl #23-25, 2005 Supl #19-21, 2006 Supl #7-9 / COPY OF 05/16/2007 / MEMO ASSESSMENT ROLL GRAND TOTALS REPORT COPIES SENT TO LCISD, FBISD, HCC AND CITY OF ROSENBERG for 2006 Supl #8, 9, 10, 11 & Corresponding Back Years Supl Totals	29 3000-02 3 YRS
1653	2001-2006	RSH	2002-2006 FORT BEND CENTRAL APPRAISAL DISTRICT SUPPLEMENT TOTALS 2002 Supl #40-43, 2003 Supl #34-38, 2004 Supl #28-32, 2005 Supl #24-28, 2006 Supl #12-14, & Supl #1-2 with & without Comptroller Audit	29 3000-02 3 YRS
1654	2002-2006	RSH	1999-2007 FORT BEND CENTRAL APPRAISAL DISTRICT SUPPLEMENT TOTALS 1999 Supl #40, 2000 Supl #33, 2001 Supl #26 & 34, 2002 Supl #22 & 29-30, 2003 Supl #13-14 & 22 & 36, 2004 Supl #7-9 & 15-16, 2005 Supl #11-12, 2006 Supl #12-14 & 2007 Supl # 1-2 with & without Comptroller Audit / ASSESSMENT ROLL GRAND TOTALS REPORT COPIES SENT TO LCISD, FBISD, HCC AND CITY OF ROSENBERG for 2006 Supl #8, 9, 10, 11 & Corresponding Back Years Supl Totals	29 3000-02 3 YRS
1655	1999-2007	RSH	2002-2006 FORT BEND CENTRAL APPRAISAL DISTRICT SUPPLEMENT TOTALS 2001 Supl #37, 2002 Supl #34-35, 2003 Supl #26-29, 2004 Supl #20-23, 2005 Supl #16-19, 2006 Supl #4-7 with & without Comptroller Audit / COPY OF 01/23/2007 MEMO REGARDING 2003 Supl #27-28, 2004 Supl #21-22, 2005 Supl #17-18, 2006 Supl #5-6 / ASSESSMENT ROLL GRAND TOTALS REPORT COPIES SENT TO LCISD, FBISD, HCC AND CITY OF ROSENBERG for 2006 Supl #4-7 & Corresponding Back Years Supl Totals	29 3000-02 3 YRS
1656	2002-2006	RSH	2003-2007 FORT BEND CENTRAL APPRAISAL DISTRICT SUPPLEMENT TOTALS 2003 Supl #40-42, 2004 Supl #33-36, 2005 Supl #29-31 & 33, 2006 Supl #15-16 & 21, 2007 Supl #3-5 & 8-9 with & without Comptroller Audit / ORDER APPROVING APPRAISAL RECORDS FOR CITY OF KENDLETON & WCJS / ASSESSMENT ROLL GRAND TOTALS REPORT COPIES SENT TO LCISD, FBISD, HCC AND CITY OF ROSENBERG for 2006 Supl #12-15 & Corresponding Back Years Supl Totals / ASSESSMENT ROLL GRAND TOTALS REPORT COPIES SENT TO LCISD, FBISD, HCC AND CITY OF ROSENBERG for 2007 Supl #1-7& 9-10 & Corresponding Back Years Supl Totals	29 3000-02 3 YRS
1657	2003-2007	RSH	2005-2006 SUPPLEMENT PROCESSING FOLDERS-2005 SUPP 31 11/07/2007, 2006 SUPP 21 12/08/2007, 2006 SUPP 22 12/17/2007, 2006 23 12/28/2007, 2006 SUPP 24 01/23/2008, 2006 SUPP 26 03/10/2008 (PATSYS)	19 3000-02 3 YRS
1725	2005-2006	ADMIN	2007 SUPPLEMENT PROCESSING FOLDERS-2007 SUPP 4 10/25/2007& 01/23/2008, SUPP 5, 6, 7& 8 11/08/2007, SUPP 9 11/30/2007, SUPP 10 12/10/2007, SUPP 11 12/26/2007 (PATSYS)	23 3000-02 3 YRS
1727	2007	ADMIN		

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BOX#	YEAR				
1728	2007	ADMIN	2007 SUPPLEMENT PROCESSING FOLDERS-2007 SUPP 12 02/05/2008, SUPP 13 02/13/2008, SUPP 14 03/07/2008, SUPP 15 05/22/2008 (PATSY'S)	23	3000-02 3 YRS
1729	2007	ADMIN	2007 CERTIFIED BALANCING 10/10/2007 & SUPPLEMENT PROCESSING FOLDERS-2007 SUPP 1 10/16/2007, SUPP 2 10/18/2007, SUPP3 10/19/2007, SUPP 4 10/10/2007 (PATSY'S)	28	3000-02 3 YRS
1867	2005-2007	RSH	2005-2007 WAIVER FILES A-ME	5	3000-16 FE +3 YRS
1868	2005-2007	RSH	2005-2007 WAIVER FILES M-W	5	3000-16 FE +3 YRS
1905	2008-PRIOR	RSH	2008-PRIOR DELQ STMTS W/ NO FRWIDING ADDRESS 04/13/09, 04/20/09, 04/23/09, 05/11/09, 05/13-05/14/09, 05/26/09, 06/04/09, 06/08-06/12/09, 06/15-06/16/09, 06/19/09, 06/22/09, 06/24-06/26/09, 06/30/09, 07/06/09, 07/10/09, 07/20/09, 07/22/09, 08/10/09, 08/12/09, 08/17/09, 08/20/09, 09/01/09, 09/16-09/17/09 2008-PRIOR DELQ STMTS W/ FRWIDING ADDRESS 05/18/09, 06/22/09, 06/25/09 2007 1ST MAILER W/ FRWIDING ADDRESS 06/11/09, 06/18/09, 09/28/09 2006 33.07 NOTICE W/ NO FRWIDING 05/26/09 2008 1ST MAILER-TEMP AWAY 06/01/09 2008 1ST MAILER W/ NO FRWIDING ADDRESS 04/09/09, 04/13-04/15/09, 04/20/09, 04/22-04/23/09, 05/06/09, 05/08/09, 05/11/09, 05/14/09, 05/18/09, 05/21/09, 05/26/09, 05/29/09, 06/04/09, 06/08/09, 06/24/09, 07/08/09, 07/28/09, 08/07/09, 08/10/09, 09/21/09 2008 1ST MAILER W/ FRWIDING ADDRESS 04/30/09, 05/21/09, 06/22/09 2008 -PRIOR TAX REMINDER W/ NO FRWIDING ADDRESS 05/04-05/05/09, 05/14/09, 05/26/09, 09/08/09 2008-PRIOR TAX RECEIPTS 07/23/09, 07/27-07/28/09, 07/30-07/31/09, 08/03/09, 08/05-08/07/09, 08/10/09, 08/12-08/13/09, 08/20/09, 08/24/09, 08/28/09, 09/01/09, 09/03/09, 09/08/09, 09/11/09, 09/18/09, 09/28-09/29/09, 10/05/09, 10/07/09	9	3000-09 1 YR AFT RTN
1906	2008	RSH	2008 33.07 NOTICE BAD ADDRESS 05/28/09 2008 33.07 NOTICE W/ NO FRWIDING ADDRESS 04/07/09, 04/20/09, 05/04/09, 06/08/09, 06/11/09, 06/22/09, 09/14/09, 09/23/09 2008 33.07 NOTICE TEMPORARILY AWAY 06/01-06/03/09 2008 33.07 NOTICE W/ NO FRWIDING 06/24/09, 06/26/09, 06/29-06/30/09, 07/02/09, 07/07-07/08/09, 07/10/09, 07/15/09, 07/21-07/22/09, 07/24/09, 07/29-07/31/09, 08/03-08/07/09, 08/10-08/11/09, 08/19/09, 08/28/09, 09/04/09, 09/06/09, 09/15-09/16/09, 09/18/09, 09/22/09 2008 33.07 NOTICE W/ FRWIDING ADDRESS 06/01-06/05/09, 06/08-06/12/09, 06/15/09, 06/19/09, 06/31/09	7	3000-09 1 YR AFT RTN
1910	2008	RSH	2008 LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 8/31/09 04/2349-04/2356, 04/2357-04/2387, 04/2388, 04/2391, 04/2392-04/2394, 04/2395-04/2397, 8/10/09 (No LBX), 04/2398-04/2401, 04/2402-04/2403, 04/2404 (only one), 04/2406-04/2409, 8/17/09 (No LBX), 8/18/09 (No LBX), 04/2411-04/2412, 04/2413 (only one), 8/21/09 (No LBX), 8/24/09 (No LBX), 04/2416 (only one), 04/2417 (only one), 04/2419-04/2419 (only one), 04/2420 (only one), 04/2421-04/2424, 04/2425-04/2429, 04/2430-04/2434, 9/3/09 (No LBX), 04/2435-04/2437, 9/7/09 (Holiday-No LBX), 04/2438-04/2439, 9/9/09 (No LBX), 8/22/968-8/22/969, 04/2440 (only one), 9/15/09 (No LBX), 04/2442 (only one), 9/17/09 (No LBX), 04/2443-04/2444, 04/2445-04/2446, 04/2447-04/2448, 04/2449-04/2452, 4/2454-04/2456, 9/28/09 (No LBX), 04/2457-04/2459, 04/2460-04/2461, 10/2/09 (No LBX), 10/5/09-10/7/09 (No LBX), 04/2462 (only one), 04/2463 (only one), 10/12/09 (No LBX), 10/13/09 (No LBX), 04/2465 (only one), 04/2466-04/2467, 04/2468 (only one), 04/2469 (only one), 04/2470-04/2473, 10/22/09 (No LBX), 04/2474 (only one), 04/2475 (only one), 04/2476 (only one), 04/2477 (only one), 10/29/09 (No LE	9	3000-09 1 YR
1911	2009	RSH	2009 1ST MAILER PO RTND W/ FORWARDING ADDRESS 11/17/2009	12	3000-09 1 YR AFT RTN
1912	2009	RSH	2009 1ST MAILER PO RTND W/ FORWARDING ADDRESS 11/16-11/17/2009, 11/19-11/20/2009 & 11/23/2009	12	3000-09 1 YR AFT RTN
1913	2009	RSH	2009 1ST MAILER PO RTND W/ NO FORWARDING ADDRESS 11/17-11/20/2009 & 11/23-11/24/2009	27	3000-09 1 YR AFT RTN
1914	2009	RSH	2009 1ST MAILER PO RTND W/ NO FORWARDING ADDRESS 11/25/2009, 11/30/2009, 12/1-12/4/2009 & 12/7-12/8/2009	28	3000-09 1 YR AFT RTN
1915	2009	RSH	2009 1ST MAILER PO RTND W/ NO FORWARDING ADDRESS 11/20/2009, 11/23-11/25/2009 & 11/30/2009	28	3000-09 1 YR AFT RTN
1922	2009	RSH	2009 LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 11/16/09-11/19/09 04/2485-04/2486, 04/2601-04/2672, 04/2673-04/2750, 04/2687-04/2693, 04/2694-04/2700, 8/22/972-8/23/071, 8/23162-8/23275, 3/28471-3/28530, 3/28471-3/28530, 8/23276-8/23322, 04/3157-04/3198, 04/2941-04/3156, 8/23072-8/23161, 3/28350-3/28470, 04/2751-04/2940, 3/28649-3/28715, 04/3199-04/3331, 3/28531-3/28648, 8/23323-8/23411, 04/3332-04/3459, 8/23412-8/23495	11	3000-09 1 YR
1923	2009	RSH	2009 LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 11/20/09-11/23/09 3/28891-3/28963, 8/23579-8/23613, 8/23496-8/23578, 3/28734-3/28808, 04/3460-04/3643, 3/28809-3/28884, 8/23743-8/23810, 04/3644-04/3841, 3/29085-3/29201, 8/23614-8/23742, 3/28964-3/29084, 04/3842-04/3940	11	3000-09 1 YR
1924	2009	RSH	2009 LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 11/24/09 04/4062-04/4191, 3/29204-3/29276, 3/29277-3/29369, 8/23812-8/23906, 04/4317-04/4412, 04/4192-04/4316, 8/23987-8/24111, 8/24112-8/24177, 04/3941-04/4091, 8/23907-8/23986	11	3000-09 1 YR
1925	2009	RSH	2009 LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 11/25/09 8/2437-8/24435, 3/29370-3/29493, 8/24649-8/24741, 8/24437-8/24481, 04/4681-04/4793, 04/4794-04/4942, 04/4413-04/4525, 04/4633-04/4679, 8/24178-8/24316, 3/29494-3/29603, 04/4526-04/4633, 8/24482-8/24648	11	3000-09 1 YR
1926	2009	RSH	2009 LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 11/30/09-12/01/2009 8/24889-8/24983, 8/24984-8/25074, 8/24742-8/24888, 04/4943-04/4970, 04/4971-04/5085, 04/5269-04/5333, 3/29604-3/29680, 04/5159-04/5267, 8/25075-8/25184, 04/5086-04/5158, 8/25273-8/25332, 8/25185-8/25272, 3/296691-3/29708	11	3000-09 1 YR
1927	2009	RSH	2009 LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 12/02/09-12/03/2009 04/5335-04/5485, 8/25508-8/25542, 04/5486-04/5592, 8/25333-8/25440, 3/29789-3/29803, 3/29839-3/30052, 8/25441-8/25507, 3/29804-3/29845, 3/29846-3/29938, 3/30235-3/30343, 04/5687-04/5830, 3/30056-3/30136, 8/25660-8/25707, 3/30137-3/30234, 8/25643-8/25659, 3/30344-3/30394, 04/5593-04/5686	11	3000-09 1 YR
1928	2009	RSH	2009 LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 12/04/09-12/07/2009 04/5835-04/5867, 04/5868-04/6045, 04/6046-04/6147, 3/30468-3/30593, 3/30395-3/30467, 3/30594-3/30691, 3/30692-3/30779, 04/5869-04/5885, 3/30780-3/30802, 04/6234-04/6350, 3/30826-3/31010, 3/30803-3/30925, 04/6162-04/6233, 04/6148-04/6161	11	3000-09 1 YR
1929	2009	RSH	2009 LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 12/08/09 04/6377-04/6395, 3/31385-3/31498, 3/31499-3/31519, 3/31622-3/31701, 04/6351-04/6376, 3/31166-3/31288, 3/31120-3/31163, 04/6502-04/6567, 3/31289-3/31384, 04/6386-04/6501, 3/31702-3/31725, 3/31520-3/31621, 3/31011-3/31119, 8/25815-8/25887, 8/25708-8/25814	11	3000-09 1 YR
1930	2009	RSH	2009 LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 12/09/09-12/10/09 04/6713-04/6818, 3/31726-3/31855, 8/25986-8/26122, 3/32107-3/32155, 3/31856-3/31979, 04/6820-04/6904, 3/31870-3/32106, 8/26123-8/26231, 04/6668-04/6712, 8/26232-8/26374, 3/32291-3/32410, 04/6905-04/7013, 3/32411-3/32485, 04/7014-04/7144, 3/32156-3/32290, 3/32486-3/32516	11	3000-09 1 YR

UPDATED 11/24/2010				
BOX#	YEAR	DESTRUCTION LIST thru 12/21/2010	SHELF#	RETENTION NUMBER AND YRS
				TO KEEP IN INVENTORY
1931	2009	RSH 2009 LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 12/1/109-12/14/09 332643-332782, 332854-333011, 332894-332946, 332517-332642, 332783-332893, 047271-047374, 047145-047270, 333256-333316, 047549-047651, 333012-333159, 047375-047547, 333317-333377, 333161-333255	11	3000-09 1 YR
1932	2009	RSH 2009 LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 12/15/09 333901-333931, 333397-333526, 047862-047868, 047787-047804, 047652-047667, 047669-047860, 333597-333714, 826375-826447, 333938-333966, 826679-826687, 333527-333595, 333715-333826, 826688-826805, 333827-333899, 826448-826578	11	3000-09 1 YR
1933	2009	RSH 2009 1ST MAILER PO RTND W/ FORWARDING ADDRESS 11/16-11/17/2009, 11/20/2009, 11/23-11/25/2009 & 11/30/2009, 12/02-12/04/2009, 12/7-12/11/2009, 12/15/2009, 12/17/2009, 12/21/2009 1ST MAILER PO RTND TEMPORARILY AWAY 11/17-11/20/2009, 11/23-11/24/2009, 11/30/2009, 12/02/2009, 12/04/2009, 12/07/2009	23	3000-09 1 YR AFT RTN
1935	2009	RSH 2009 LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 12/16-12/17/09 048001-048133, 334302-334408, 826806-826928, 334200-334301, 334100-334199, 074869-048000, 333967-334099, 048134-048173, 826927-827015, 334975-334987, 334751-334864, 048174-048300, 334518-334610, 334409-334517, 827141-827276, 334865-334972, 827016-827140, 334614-334750	24	3000-09 1 YR
1936	2009	RSH 2009 LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 12/18/09 048411-048493, 335249-335375, 335504-335615, 827447-827544, 335158-335248, 827374-827446, 335376-335503, 334988-335073, 827277-827372, 048301-048409, 335074-335157	24	3000-09 1 YR
1937	2009	RSH 2009 LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 12/21/09 827680-827731, 048628-048717, 336192-336296, 335713-335793, 335794-335831, 335616-335712, 336068-336191, 335832-335949, 827545-827679, 048495-048627, 0335216-335217, 335950-336067	24	3000-09 1 YR
2031	2008-2009	COL 2008-2009 WINE & BEER/LIQUOR CARDS & APPLICATIONS APRIL 2008-AUGUST 2009/ 2008 WINE & BEER APPLICATIONS		
2033	2007-2008	COL 2007-2008 DELINQUENT ROLL FILE REQUESTS BACKUP		
2034	2008	COL 2008 QUARTERLY REPORTS & DISASTER LETTERS A-L		
2035	2008	COL 2008 QUARTERLY REPORTS & DISASTER LETTERS A-L		
2043	2009-PRIOR	COL 2009-PRIOR TRANSFER OF TAX LIENS A-M/ RELEASES- TO 12/31/2009		
2044	2009-PRIOR	COL 2009-PRIOR TRANSFER OF TAX LIENS M-T TO 12/31/2009		
2045	2009-PRIOR	COL 2009-PRIOR TRANSFER OF TAX LIENS T-Z TO 12/31/2009		
2055	2008	COL 2008 MORTGAGE COMPANY DISASTER RELIEF LETTERS A-Z		