

UPDATED 04/18/2012

BOX#	YEAR		DESTRUCTION LIST	SHELF#	RETENTION NUMBER AND YRS TO KEEP IN INVENTORY	DESTRUCTION DATE
1081	2001	M	2001 SUPPLEMENT 6 - 12 BALANCING REPORTS-ADJUSTED HISTORY REPORTS-SCHOOL REPORTS	16	3000-02 3 YRS AV/ AFTER 10 YRS	12/31/2011
1082	2001	M	2001 CERTIFIED LOAD BALANCING-ADJUSTED HISTORY REPORTS & SUPPLEMENT 1 - 5 BALANCING REPORTS--ADJUSTED HISTORY REPORTS-SCHOOL REPORTS	16	3000-02 3 YRS AV/ AFTER 10 YRS	12/31/2011
1154	1999-2001	M	1999-2001 SUPPLEMENT BALANCING REPORTS- ADJ HIST TOTALS 2001 SUPP #13-18, 2000 SUPP #12-27, 1999 SUPP #16-36	16	3000-02 3 YRS AV/ AFTER 10 YRS	12/31/2011
1299	2000-2001	RSH	2000 SUPPLEMENT BACKUP TOTALS-28, 29, 30, 31, 32/ 2001 SUPPLEMENT BACKUP TOTALS-13, 20, 21, 22, 23, 24, 25	24	3000-02 3 YRS AV/ AFTER 10 YRS	12/31/2011
1724	2008	COL	2008-PRIOR SWITCHBOARD TELEPHONE LOGS & TEMPORARY RECEIPTS	21	3000-12 2 YRS/3000-16 FE +3 YRS	12/31/2011
1779	2004-2008	RSH	2004-2008 FORT BEND CAD SUPPLEMENT TOTALS (2008 SUPL #3 & 4 w/ audit, 2007 SUPL #20 & 21 w/ audit, 2006 SUPL #31 & 32 w/ audit, 2005 SUPL #43 & 44 w/ audit, 2004 SUPL #46 & 47 w/ audit, Assessment Roll Grand Totals Report Copies Sent to Supl # & 4 and Corresponding Back Years Supl Totals)	14	3000-02 3 YRS	12/31/2011
1780	2004-2008	RSH	2004-2008 FORT BEND CAD SUPPLEMENT TOTALS (2008 SUPL #5, 6, 7, 8 & 9 all w/ audit, 2007 SUPL #22, 23, 24 & 25 all w/ audit, 2006 SUPL #33 w/ audit, 2005 SUPL #45 w/ audit, 2004 SUPL #48 w/ audit, Assessment Roll Grand Totals Report Copies Sent to LCISD, FBISD, HCC & CITY OF ROSENBERG for 2008 SUPL 5, 6, 7, 8, & 9 and Corresponding Back Years Supl Totals)	14	3000-02 3 YRS	12/31/2011
1876	2003-2009	RSH	2003-2007 RETURNED MAIL LOG/ 2006-2009 RESEARCH INCOMING PHONE LOGS 08/14/2006-03/04-2009/ 2007-2008 RESEARCH IVR MESSAGE LOGS 03/21/2007-07/08/2008/ 2006-2008 VISITOR SIGN IN LOGS 10/24/2006-10/28/2008	5	1075-41 2 YRS	12/31/2011
1879	2008	RSH	2008 FBISD FREEZE CORRECTIONS	7	3000-02 3 YRS	12/31/2011
1901	2008	RSH	2008 SUPPLEMENT PROCESSING FOLDERS, HCAD BATCH 2-7 & FBCAD SUPP 12-14 & 17-19	3	3000-02 3 YRS	12/31/2011
1907	2007-2008	RSH	2007-2008 LOCKBOX BUNDLE LISTING REPORTS May 2007 thru December 2007 & January 2008 thru December 2008	8	1025-27 FE + 3 YRS	12/31/2011
1908	2008-PRIOR	RSH	2008-PRIOR SUPPLEMENT PROCESSING FOLDERS-2004 SUPP #59, 2007 SUPP #35-41, 2008 SUPP #21-23 & 25-26, 2008 HCAD SUPP #10-12	6	3000-02 3 YRS	12/31/2011
1959	2009	RSH	2009 TAX CERTIFICATE DEPOSIT PROOF SUMMARY SHEETS 01/2009-12/2009	8	3000-10 2 YRS	12/31/2011
1990	2009-PRIOR	RSH	2009-PRIOR WRITTEN STATEMENTS A-L	23	3000-10 2 YRS	12/30/2011
1991	2009-PRIOR	RSH	2009-PRIOR WRITTEN STATEMENTS M-Z	23	3000-10 2 YRS	12/30/2011
2012	2009	RSH	2009 TAX CERTIFICATE COPIES (GREEN) #07821-08836 January 2, 2009-December 30, 2009	14	3000-10 2 YRS	12/30/2011
2014	2009-PRIOR	RSH	2009-PRIOR SYSTEM CORRECTION FOLDERS 12/01/2008-01/12/2009	15	3000-02 3 YRS	11/12/2012
2015	2009-PRIOR	RSH	2009-PRIOR SYSTEM CORRECTION FOLDERS 01/02/2009-01/30/2009	16	3000-02 3 YRS	1/30/2012
2016	2009-PRIOR	RSH	2009-PRIOR SYSTEM CORRECTION FOLDERS 02/02/2009-03/16/2009	16	3000-02 3 YRS	3/16/2012
2017	2009-PRIOR	RSH	2009-PRIOR SYSTEM CORRECTION FOLDERS 03/18/2009-05/15/2009	24	3000-02 3 YRS	5/15/2012
2023	2009	COL	2009 MTG/INDIVIDUAL REQUEST BACK UP January 2009-December 2009	21	3000-12 2 YRS	12/31/2011
2025	2009	COL	2009 GENERAL CORRESPONDENCE A-M JULY 2009-DECEMBER 2009	21	3000-12 2 YRS	12/31/2011
2026	2009	COL	2009 GENERAL CORRESPONDENCE N-Z JULY 2009-DECEMBER 2009	21	3000-12 2 YRS	12/31/2011
2036	2009	COL	2009 MORTGAGE REQUEST/PAYMENT BACKUP	3	3000-12 2 YRS	12/31/2011
2037	2009	COL	2009 GENERAL CORRESPONDENCE 01/2009-06/2009	3	3000-12 2 YRS	12/31/2011
2041	2009	COL	2009 DUPLICATE PAYMENT LETTERS JULY 2009-DECEMBER 2009	10A	3000-12 2 YRS	12/31/2011
2042	2009	COL	2009 MISCELLANEOUS LETTERS JULY 1, 2009 -DECEMBER 31, 2009	10A	3000-12 2 YRS	12/31/2011
2061	2008-2009	RSH	2008-2009 EMPLOYEES PLAN BALANCE SUMMARY (sick, vac, etc)	Yolanda's office	1050-54 2 YRS	12/31/2011
2063	2010	RSH	2010 1st MAILER PO RTND W/ FORWARDING ADDRESS 11/01/2010	3	3000-09 1 YR AFT RTN	11/1/2011
2064	2010	RSH	2010 1st MAILER PO RTND W/ FORWARDING ADDRESS 11/1-11/4/2010	3	3000-09 1 YR AFT RTN	11/4/2011
2065	2010	RSH	2010 1st MAILER PO RTND W/O FORWARDING ADDRESS 11/1-11/5/2010, 11/8/2010 & 11/12/2010	3	3000-09 1 YR AFT RTN	11/12/2011
2066	2010	RSH	2010 1st MAILER PO RTND W/O FORWARDING ADDRESS 11/1/2010, 11/3-11/5/2010, 11/8-11/10/2010 & 11/18/2010	2	3000-09 1 YR AFT RTN	11/18/2011
2067	2007-2010	RSH	2008-2009 1ST MAILERS 8/2-8/3/2010, 8/20/2010, 8/23-8/25/2010, 9/14/2010, 9/25/2010, 10/25/2010 & 11/1/2010 2007-2009 DELINQUENT STMTS 6/18/2010, 7/16/2010, 7/19/2010, 7/26-7/27/2010, 7/30/2010, 8/9/2010, 8/16/2010, 9/8/2010, 9/27/2010, 9/30/2010, 10/4/2010, 10/7-10/8/2010, 10/12/2010 & 10/14/2010 2007 FEBRUARY NOTICE 9/28/2010 2009 MARCH REMINDER 7/30/2010, 8/4/2010, 8/11/2010, 8/13/2010, 8/24-8/25/2010, 10/18/2010 & 10/25/2010 2008-2009 33.07 NOTICE 7/15/2010, 7/21-7/22/2010, 7/27-7/28/2010, 8/4/2010, 8/6/2010, 8/11/2010, 8/13/2010, 8/17-8/18/2010, 8/24-8/25/2010, 8/27/2010, 9/3/2010, 9/7/2010, 9/9/2010, 9/21/2010, 9/27/2010, 10/1/2010, 10/19-10/20/2010, 10/27/2010, 11/1/2010 & 11/9/2010 2009 33.11 NOTICE 7/15/2010, 7/19/2010, 8/6/2010, 8/10/2010, 9/21/2010, 9/23/2010, 9/27/2010, 9/30/2010, 11/1-11/2/2010 & 11/8/2010 2010 TAX STMTS W/ FORWARDING ADDRESS-PO RTND 11/4/2010, 11/8/2010, 11/10/2010, 11/12/2010 & 11/17/2010 2009 TAX RECEIPTS 7/15-7/16/2010, 7/19-7/22/2010, 7/26/2010, 7/28-7/30/2010, 8/2-8/6/2010, 8/9/2010, 8/11/2010, 8/13/2010, 8/16/2010, 8/19/2010, 8/24-8/25/2010, 8/30/2010, 9/1/2010, 9/7-9/8/2010, 9/13-9/15/2010, 9/20-9/23/2010, 9/27/2010, 10/12/2010, 10/14/2010, 10/18/2010, 10/21/2010, 10/25/2010, 10/28-10/29/2010, 11/1/2010, 11/8/2010, 11/10/2010, 11/12/2010 & 11/15-11/17/2010	2	3000-09 1 YR AFT RTN	11/18/2011
2068	2010	RSH	2010 1ST MAILER PO RTND W/O FRWDING ADDRESS 10/29/2010, 11/1-11/5/2010, 11/8/2010, 11/12/2010, 11/16-11/19/2010 & 11/22-11/23/2010	2	3000-09 1 YR AFT RTN	11/23/2011
2069	2010	RSH	2010 1ST MAILER PO RTND WITH FRWDING ADDRESS 11/3/2010, 11/5/2010, 11/8-11/10/2010, 11/12/2010, 11/15-11/19/2010 & 11/22/2010	2	3000-09 1 YR AFT RTN	11/22/2011
2070	2010	RSH	2010 LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 11/1-11/4/2010 064510-064526, 064704-064786, 064787-064351, 064527-064583, 064852-064928, 064584-064633, 064634-064703, 064929-065011, 065015-065040, 065349-065418, 702065-702161, 702065-702161, 702162-702255, 702507-702562, 065041-065119, 065120-065182, 843630-843687, 843463-843629, 843123-843226, 843334-843462, 843227-843333, 702342-702424, 702256-702341, 702425-702505, 843688-843774, 065269-065348, 065183-065268	11	3000-09 1 YR	11/4/2011

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BOX#	YEAR						
2071	2010	RSH	2010 LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 11/5-11/8/2010 702721-702828, 844258-844358, 843961-844056, 844150-844257, 844354-844397, 702829-702853, 843868-843943, 841121-844149, 702563-702650, 702651-702720, 844057-844120, 843775-843867	11	3000-09 1 YR	11/8/2011	
2072	2010	RSH	2010 LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 11/9-11/12/2010 065522-065623, 844812-844900, 065624-065684, 703217-703322, 844595-844689, 703323-703392, 703394-703478, 065419-065480, 844690-844811, 065481-065521, 065764-065817, 065685-065763, 844902-844979, 703482-703558, 703559-703634, 844980-845061, 065818-065887, 065888-065956, 703699-703795, 065957-066021, 066022-066102, 845063-845176, 703635-703698	11	3000-09 1 YR	11/12/2011	
2073	2010	RSH	2010 LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 11/15-11/16/2010 066135-066185, 845178-845250, 703797-703870, 703935-704021, 703871-703934, 066186-066215, 066453-066513, 845252-845346, 704101-704180, 704023-704100, 066216-066314, 704272-704332, 845440-845505, 066317-066452, 704181-704271, 845506-845565, 704333-704348, 845347-845439	11	3000-09 1 YR	11/16/2011	
2074	2010	RSH	2010 LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 11/17-11/19/2010 066514-066641, 704444-704507, 704508-704579, 704350-704443, 066642-066713, 845566-845702, 845703-845844, 704580-704649, 066714-066828, 066829-066892, 704729-704822, 704650-704728, 845848-845974, 845975-846054	11	3000-09 1 YR	11/19/2011	
2075	2010	RSH	2010 LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 11/22-11/24/2010 066893-066903, 704823-704901, 704902-705032, 846055-846101, 066945-067016, 705033-705125, 705126-705192, 705193-705301, 846188-846275, 846102-846187, 067017-067088, 067184-067221, 846474-846544, 705522-705566, 705302-705392, 705393-705462, 067089-067183, 846388-846473, 846276-846384	11	3000-09 1 YR	11/24/2011	
2076	2010	RSH	2010 LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 11/29-12/01/2010 705567-705668, 846600-846685, 705669-705752, 846545-846599, 067233-067320, 705754-705889, 846688-846866, 067473-067563, 846868-847008, 705890-705973, 705974-706041, 067321-067472	11	3000-09 1 YR	12/1/2011	
2077	2010	RSH	2010 LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 12/2-12/6/2010 067569-067730, 067731-067806, 706114-706193, 706195-706265, 706042-706113, 706266-706337, 067807-067845, 068259-068289, 847009-847074, 068290-068178, 068111-068258, 067870-068002, 068479-068516, 068003-068110	11	3000-09 1 YR	12/6/2011	
2078	2010	RSH	2010 LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 12/7-12/8/2010 068675-068773, 068600-068674, 068517-068599, 847292-847355, 847076-857200, 847357-847412, 847201-847291, 068878-069012, 069013-069104, 847546-847644, 847744-847862, 068774-068877, 847414-847545, 847645-847741	11	3000-09 1 YR	12/8/2011	
2079	2010	RSH	2010 LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 12/9-12/10/2010 069105-069217, 068218-069314, 069316-069505, 069506-069591, 0847996-848082, 848083-848182, 848241-848302, 848183-848240, 069592-069703, 069704-069872, 069873-069987, 069988-070084, 070085-070235, 848303-848405, 848406-848484	11	3000-09 1 YR	12/10/2011	
2092	2010	RSH	2010 LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 12/13-12/14/2010 070236-070327, 070483-070607, 848485-848566, 848567-848666, 848673-848768, 849208-849290, 848907-849024, 849025-849091, 070739-070841, 849092-849207, 848770-848906, 070608-070738	29	3000-09 1 YR	12/14/2011	
2093	2010	RSH	2010 LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 12/15-12/15/2010 849292-849448, 849449-849544, 849545-849605, 070842-070957, 070958-071092, 071214-071350, 071213-071094, 071351-071462, 071463-071533, 071534-071625, 850020-850109, 849927-850010, 849729-849810, 849606-849728, 849811-849926	29	3000-09 1 YR	12/16/2011	
2094	2010	RSH	2010 LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 12/17-12/20/2010 071626-071704, 071705-071824, 071828-071986, 071988-072120, 072121-072278, 850263-850376, 072279-072353, 850110-850261, 072607-072727, 850380-850519, 850598-850630, 072354-072483, 072728-072832, 072833-072915, 072484-072606, 050520-850597	29	3000-09 1 YR	12/20/2011	
2095	2010	RSH	2010 LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 12/21-12/21/2010 073155-073252, 073253-073310, 073025-073154, 072916-073024, 850633-850769, 850770-850865, 850866-850955, 850956-852098, 852102-852196, 852197-852262	29	3000-09 1 YR	12/21/2011	
2096	2010	RSH	2010 LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 12/22-12/22/2010 073759-073900, 074751-074822, 073612-073758, 074944-075055, 073311-073439, 074824-074943, 075379-075520, 852263-852400, 852401-852554, 852555-852680, 852848-852925, 884148-854296, 854048-854147, 853964-854047, 852926-853027, 852681-852847	29	3000-09 1 YR	12/22/2011	
2097	2010	RSH	2010 LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 12/22-12/22/2010 075056-075205, 075206-075378, 074166-0734305, 074306-074475, 074564-074475, 074573-074750, 073990-074164, 073901-073985, 073440-073611, 853338-853475, 853174-853337, 853651-853758, 853759-853963, 853028-853173, 853476-853650	29	3000-09 1 YR	12/22/2011	
2098	2010	RSH	2010 LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 12/27-12/27/2010 075521-075638, 075751-075912, 075913-076060, 075639-075748, 854298-854434, 854435-854553, 854696-854787, 854554-854695	29	3000-09 1 YR	12/27/2011	
2099	2010	RSH	2010 LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 12/28-12/28/2010 076061-076089, 076090-076192, 076193-076301, 076302-076402, 076403-076460, 076491-076571, 855030-855135, 855136-855231, 854788-854906, 854907-855029	29	3000-09 1 YR	12/28/2011	
2100	2010	RSH	2010 LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 12/29-12/29/2010 855354-855524, 855659-855745, 855746-855931, 855232-855353, 855525-855658, 855932-856055, 076946-077110, 076803-076945, 076694-076802, 076693-076574	29	3000-09 1 YR	12/29/2011	
2101	2010	RSH	2010 LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 12/30-12/30/2010 78205-078217, 076899-706980, 706981-707059, 706338-706455, 856866-856972, 706768-707327, 856682-856789, 706581-706698, 856973-857100, 707060-707178, 707179-707260, 706820-706898, 078016-078024, 706699-706766	29	3000-09 1 YR	12/30/2011	
2102	2010	RSH	2010 LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 12/30-12/30/2010 706456-706580, 078025-078195, 077899-078012, 077572-077687, 077427-077571, 077338-077426, 077190-077337, 077768-077898, 077688-077707, 856790-856865, 856056-856136, 856458-856606, 856276-856311	29	3000-09 1 YR	12/30/2011	
2103	2010	RSH	2010 LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 01/03-01/03/2011 078218-078331, 707882-707928, 707929-707977, 707332-707468, 707469-707605, 707606-707881, 707671-707880, 708027-708113, 708557-708687, 708448-708556, 708933-709004, 708170-708447, 708283-708367, 708700-708772, 707773-708932, 707978-708012, 857205-857291, 857292-857400, 857401-857490	23	3000-09 1 YR	1/3/2012	
2104	2010	RSH	2010 LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 01/04-01/04/2011 078688-078806, 078807-078932, 078557-078687, 078357-078555, 709006-709126, 859200-859290, 859291-859393, 859394-859455, 857700-857810, 857990-857699, 857978-858246, 858247-858345, 857932-857974, 857821-857910, 858587-858755, 858756-858876, 858476-858586, 858968-859099, 858346-858476, 858877-858967, 857493-857659 (ONE BATCH THERE IS NO SEQUENCE)	23	3000-09 1 YR	1/4/2012	
2105	2010	RSH	2010 LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 01/05-01/05/2011 860392-860522, 859547-859640, 859783-859641, 859456-859546, 859785-859922, 079319-079490, 859924-860063, 860523-860553, 860064-860266, 079053-079169, 860267-860390, 078937-079052, 079170-079318	23	3000-09 1 YR	1/5/2012	
2106	2010	RSH	2010 LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 01/06-01/06/2011 079520-079634, 079771-079991, 079491-079505, 079892-079987, 862351-862475, 862609-862701, 862476-862608, 862808-862910, 862705-862807, 862042-862118	23	3000-09 1 YR	1/6/2012	
2107	2010	RSH	2010 LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 01/06-01/06/2011 862219-862349, 862922-863034, 862003-862029, 863049-863045, 709150-709272, 709271-709397, 079635-079770, 860554-860648, 860945-861001, 860850-860944, 860649-860849	23	3000-09 1 YR	1/6/2012	
2108	2010	RSH	2010 LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 01/07-01/07/2011 863201-863298, 709412-709511, 863039-863069, 863486-863610, 863299-863410, 863821-863912, 863070-863100, 863422-863485, 790512-709596, 862664, 709989-710097	23	3000-09 1 YR	1/7/2012	

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2109	2010	RSH	2010 LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 01/07-01/07/2011 863622-863725, 863924-863957, 080413-080532, 080151-080322, 080323-080412, 079988-080150, 863726-863810, 080533-080575, 710099-710151, 709597-709723, 709812-709917, 709724-709811, 710152-710230, 709918-709988	23	3000-09 1 YR	1/7/2012	
2110	2010	RSH	2010 LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 01/10-01/10/2011 864346-864011, 864024-864100, 864202-64343, 080576-080701, 080702-080841, 080842-080980, 080981-081046, 863958-863976, 864424-864450	23	3000-09 1 YR	1/10/2012	
2111	2010	RSH	2010 LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 01/11-01/11-2011 081424-081477, 081048-081067, 081068-081205, 081206-081344, 081423-081345, 864474-864531, 864532-864671, 864675-864766, 864677-864848, 864913-864951, 864961-865031, 865047-865256, 865257-865310, 865317-865398, 865406-865472, 865473-865537, 865538-865626, 865637-865705, 865706-865815, 865816-865890, 865891-865961	27	3000-09 1 YR	1/11/2012	
2112	2010	RSH	2010 LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 01/12-01/12/2011 866113-866222, 866598-866677, 866476-8666597, 866475-8666334, 865964-866035, 866036-866112, 081483-081564, 081565-081617, 081618-081725, 081726-081811, 081812-081884	27	3000-09 1 YR	1/12/2012	
2113	2010	RSH	2010 LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 01/13-01/13/2011 082018-082162, 082163-082169, 082170-082249, 081835-082017, 867052-067148, 866678-866762, 866873-866972, 866973-867051, 866819-866872	27	3000-09 1 YR	1/13/2012	
2114	2010	RSH	2010 LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 01/14-01/14/2011 082862-082996, 082751-082861, 082709-082750, 082642-082708, 082503-082641, 082311-082402, 082403-082502, 082250-082310, 867193-867296, 867297-867401, 867402-867544, 867545-867644	27	3000-09 1 YR	1/14/2012	
2115	2010	RSH	2010 LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 01/18-01/19/2011 082997-083119, 083120-083129, 083130-083239, 867646-867763, 867764-867846, 867847-867915, 867916-867983, 083375-083503, 868323-868413, 868414-868475, 867984-868042, 868044-868093, 868101-868322,(THERE ARE 4 BLANK WITH NO SEQUENCE)	27	3000-09 1 YR	1/19/2012	
2116	2010	RSH	2010 LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 01/20-01/20/2011 868476-868540, 868543-868603, 868605-868685, 868686-868686-868800, 868801-868874, 868875-868905, 868906-868964, 868965-869051, 869052-869169, 869170-869365, 083743-083858, 083859-083944, 083945-084040, 084041-084150, 084151-084161, 084162-084303, 084304-084400	24	3000-09 1 YR	1/20/2012	
2117	2010	RSH	2010 LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 01/21-01/21/2011 710232-710350, 710351-710460, 710461-710541, 869367-869481, 869482-869595, 869596-869670, 869671-869838, 869839-869954, 869955-870028, 870029-870147, 870148-870200, 870302-870414, 870415-870546, 870547-870684, 870685-870746, 870747-870838, 870840-870970, 870971-871060, 871388-871450, 871451-871525, 871538-871573, 084401-084522, 084523-084609, 084610-084695	24	3000-09 1 YR	1/21/2012	
2118	2010	RSH	2010 LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 01/24-01/24/2011 084696-084707, 084710-084859, 084860-084997, 084998-085131, 871138-871201, 871061-871127, 871304-871387, 871575-871692, 871694-871813, 871815-871916, 871933-871999, 872000-872089, 872090-872199, 872200-872287, 872389-872487, 872488-872577	24	3000-09 1 YR	1/24/2012	
2119	2010	RSH	2010 LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 01/25-01/25/2011 872578-872590, 873591-873676, 873677-873763, 873864-873885, 873886-873931, 873932-873999, 874000-874090, 874091-874191, 874192-874269, 874470-874575, 085144-085249, 085263-085332, 085132-085143, 085250-085261, 710542-710661, 710662-710748, 710749-710859, 710861-710965, 710966-711031, 711032-711123, 711124-711243, 71244-711331	24	3000-09 1 YR	1/25/2012	
2120	2010	RSH	2010 LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 01/26-01/26/2011 711332-711415, 711416-711464, 711465-711592, 711593-711697, 711698-711784, 874634-874711, 874712-874801, 874802-874866, 874867-874927, 874928-874999, 085333-085353, 085354-085478, 085479-085595, 875000-875113, 875114-875204, 875309-875390, 875391-875493, 875395-875555, 875556-875633, 875634-875711, 875712-875802, 875803-875921	24	3000-09 1 YR	1/26/2012	
2121	2010	RSH	2010 LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 01/27-01/27-2011 085596-085742, 085743-085834, 085909-085967, 085835-085908, 307042-307093, 876891-876998, 876794-876890, 876645-876792, 876534-876644, 876400-876531, 876300-876399, 876096-876199, 876000-876094, 875922-875999, 712301-712413	28	3000-09 1 YR	1/27/2012	
2122	2010	RSH	2010 LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 01/27-01/24/2011 712201-712300, 712101-712200, 712000-712100, 711890-711999, 711787-711889, 877938-877953, 877837-877926, 877739-877823, 877631-877727, 877551-877620, 877432-877550, 877384-877420, 877303-877378, 877101-877202, 877000-877100	28	3000-09 1 YR	1/27/2012	
2123	2010	RSH	2010 LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 01/28-01/28-2011 878073, 878095-878129, 878140-878205, 878306-878389, 878390-878489, 878491-878522, 878533-878559, 878560-878681, 878683-878773, 878776-878822, 878834-878898, 878899-878998, 085968-086052, 307094-307241, 877954-877999	25	3000-09 1 YR	1/28/2012	
2124	2010	RSH	2010 LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 01/28-01/28/2011 712416-712522, 712523-712664, 877000-878094, 878999-871121, 879133-879209, 879310-879319, 879445-879599, 879600-879717, 879718-879788, 879789-879856, 879857-879918, 879919-879975 (THERE ARE A FEW THAT HAVE NO SEQUENCE)	25	3000-09 1 YR	1/28/2012	
2125	2010	RSH	2010 LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 01/31-01/31/2011 712665-712740, 712741-712848, 712849-712912, 712913-712953, 879976-879999, 880000-880063, 880064-880144, 880145-880237, 880338-880394, 880587-880629, 880791-880848, 086054-086169, 086170-086247, 086248-086343, 086344-086370, 086372-086424, 086425-086453	24	3000-09 1 YR	1/31/2012	
2126	2010	RSH	2010 LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 02/01-02/01/2011 712959-712999, 713000-713100, 713101-713200, 713201-713300, 713301-713400, 713401-713500, 713501-713531, 713541-713600, 713601-713700, 713701-713800, 713801-713900, 713901-713999, 883016-883021, 036314, 086572-086666, 307242-307327, 3037328-307415, 307417-307538, 880849-880999, 880701-880790	25	3000-09 1 YR	2/1/2012	
2127	2010	RSH	2010 LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 02/01-02/01/2011 880630-880700, 880516-880584, 880395-880515, 714000-714092, 086667-086765, 086454-086571, 881000-881025, 881037-881102, 881103-881206, 881307-881400, 881401-881428, 881434-881500, 881501-881600, 881601-881708, 881711-881800, 881801-881900, 881901-881999, 882000-882015, 714094-714184, 714186-714269, 714270-714358	25	3000-09 1 YR	2/1/2012	
2128	2010	RSH	2010 LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 02/02-02/02/2011 307539-307600, 307601-307700, 307701-307800, 307801-307900, 307901-307936, 307957-307999, 308000-308025, 086780-086895, 086896-087012, 087013-087091, 087092-087171, 714361-714408, 714409-714488, 714489-714568, 714569-714613, 714614-714635, 714640-714695, 307938-307956, 883022-883130, 883131-883214, 883215-883419, 883420-883499, 883500-883579, 883580-883659, 883660-883748	25	3000-09 1 YR	2/2/2012	
2129	2010	RSH	2010 LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 02/03-02/03/2011 308026-308099, 308100-308200, 308201-308300, 308301-308400, 308401-308500, 308700-308807, 308808-308900, 308901-309000, 309001-309163, 087529-087580, 883749-883799, 883800-883900, 883901-883999, 884000-884100, 884101-884202, 884300-884314, 884324-884400, 884401-884500, 884501-884600, 884601-884610, 884618-884699, 884701-884800, 884801-884900 (ONE ENVELOPE HAD NO SEQUENCE ON IT)	29	3000-09 1 YR	2/3/2012	
2130	2010	RSH	2010 LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 02/03-02/03/2011 884901-884923, 884935-884999, 885000-885100, 885101-885122, 885135-885200, 885201-885213, 885315-885400, 885401-885501, 885502-885600, 885601-885700, 308501-308638, 885701-885801, 885802-885900, 885901-885999, 886000-886100, 886101-886122, 886133-886190, 886191-886515, 308639-308699, 714698-714825, 714877-714909, 087183-087190, 087192-087300, 087301-087400, 087401-087528, 087581-087694, 087176	29	3000-09 1 YR	2/3/2012	
2131	2010	RSH	2010 LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 02/07-02/24/2011 087766-087770, 087771-087851, 087852-087865, 087866-087930, 087931-087999, 088064-088125, 088000-088063, 088126-088203, 088204-088268, 088269-088328, 088329-088405, 088406-088460, 088461, 309164, 886516-886566, 886587-886623, 088462-088527, 088529-088599, 088600-088699, 088701-088805, 089084-089172, 088945-089004, 089005-089083, 088875-088944, 088806-088874	30	3000-09 1 YR	2/24/2012	

UPDATED 04/18/2012		DESTRUCTION LIST			SHELF#	RETENTION NUMBER AND YRS TO KEEP IN INVENTORY	DESTRUCTION DATE
BOX#	YEAR						
2132	2010	RSH	2010 LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 02/25-03/02/2011 089173-089269, 089270-089364, 089464-089564, 089365-089463, 714910-715003, 886625-886784, (NO 886669), 089694-089789, 089790-089882, 089567-089622, 089623-089693, 886906-886998, 886848-886905, 309165-886847, 089883-089960, 089961-090026, 886799-886832	28	3000-09 1 YR	3/2/2012	
2140	2010	RSH	2010 1ST MAILER PO RTND W/O FRWDING ADDRESS 11/01/10, 11/05/10, 11/15/10, 11/22-11/24/10, 11/29-11/30/10, 12/01-12/03/10, 12/06-12/10/10, 12/13/10, 12/15-12/17/10, 12/20-12/22/10, 12/27-12/30/10, 01/03/11, 01/05-01/06/11, 01/10-01/01/12-11	12	3000-09 1 YR AFT RTN	1/12/2012	
2141	2010	RSH	2010 FEBRUARY REMINDERS W/O FRWDING ADDRESS: 02/18/11, 02/22-02/25/11, 02/28/11, 03/01-03/04/11, 03/07-03/08/11, 03/10-03/11/11, 03/14-03/15/11, 03/18/11, 03/24-03/25/11, 03/28-03/30/11, 04/01/11, 04/04-04/05/11, 04/07-04/08/11	12	3000-09 1 YR AFT RTN	4/8/2012	
2142	2010	RSH	2010 33.11 NOTICE WITH FRWDING ADDRESS: 02/28/11, 03/02-03/04/11, 03/07-03/08/11, 03/14/11, 03/22/11, 04/11/11; 2010 33.11 NOTICE W/O FRWDING ADDRESS: 02/28/11, 03/01-03/04/11, 03/07-03/08/11, 03/10/11, 03/14-03/17/11, 03/21/11, 03/24-03/25/11, 03/29-03/30/11, 04/01/11, 04/07/11, 04/13/11, 04/15/11, 04/20-04/21/11, 04/25/11, 04/27/11; 05/02/11, 05/09/11	12	3000-09 1 YR AFT RTN	5/9/2012	
2143	2010	RSH	2010 FEBRUARY REMINDERS WITH FRWING ADDRESS: 02/18/11, 02/21-02/25/11, 02/28/11, 03/02/11, 03/04/11, 03/07/11, 04/04-04/06/11; 2010 FEBRUARY REMINDERS W/O FRWING ADDRESS: 02/23/11, 04/11/11, 04/13/11, 04/15/11, 04/18/11, 04/20-04/21/11, 04/25/11, 04/27/11, 04/29/11; 05/02/2011	12	3000-09 1 YR AFT RTN	5/2/2012	
2144	2010	RSH	2010 1ST MAILER P O RTND WITH FRWING ADDRESS: 11/30/2010, 01/26-03/27/2011, 02/18/2011, 02/28/2011, 04/25/2011; 2010 1ST MAILER PO RTDN W/O FWING ADDRESS: 11/24/2010, 11/29/11/30/2010, 12/01/12/03/2010, 12/06/12/10/2010, 12/13/2010, 12/15/12/17/2011, 12/21/2010, 12/27/2010, 01/03/2011, 01/12/2011, 01/14/2011, 01/19-01/21/2011, 01/24/2011, 01/28/2011, 02/11/2011, 02/23/02/25/2011, 03/03/03/04/2011, 03/07-03/08/2011, 03/10/2011, 03/14/2011, 03/21/2011, 03/29/2011, 04/01/2011, 04/06/04/07/2011, 04/11/2011, 04/13/2011, 04/25/2011, 04/28/2011; 2010 TAX RECEIPTS 02/18/2011, 02/22-02/25/2011, 02/28/2011, 03/02-03/04/2011, 03/07-03/08/2011, 03/10/2011, 03/15-03/17/2011, 03/24-03/25/2011, 03/28-03/30/2011, 04/01/2011, 04/04-04/07/2011, 04/11-04/13/2011, 04/15/2011, 04/18/2011, 04/20-04/21/2011, 04/25/2011, 04/27-04/28/2011, 05/02/2011, 05/05-05/06/2011, 05/09/2011	12	3000-09 1 YR AFT RTN	5/9/2012	
2145	2010	RSH	2010 33.07 NOTICE W/O FRWDING ADDRESS 05/23/2011, 05/24/2011, 05/25/2011, 05/26/2011, 05/27/2011	12	3000-09 1 YR AFT RTN	5/27/2012	
2146	2010	RSH	2010 LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 03/03-03/28/2011 090124-090164, 090027-090122, 090165-090234, 090235-090288, 090289-090363, 090364-090418, 090419-090507, 090508-090555, 090562-090609, 090610-090657, 090658-090744, 090745-090839, 090840-090851, 090939-090992, 090852-090938, 090903-091036, 091037-091130, 091131-091208, 091209-091279, 091280-091341, 091342-091343	19	3000-09 1 YR	3/28/2012	
2147	2010	RSH	2010 LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 03/29/2011-04/29/2011 886999-887091, 091405-091489, 091490-091591, 091592-091708, 091713-091805, 091806-091862, 091863-091921, 091922-091956, 091957-091996, 091997-092025, 092029-092034, 092035-092087, 092088-092117, 092118-092141, 092142-092177, 092178-092200, 092201-092242, 092243-092266, 092267-092293, 092294-092325, 092326-092346, 092347-092374, 092375-092410, 092411-092445, 887180, 887095-887129	19	3000-09 1 YR	4/29/2012	
2148	2010	RSH	2010 TAX RECEIPTS 01/14/2011, 01/18-01/21/2011, 01/24-01/28/2011, 01/31/2011, 02/01-02/03/2011, 02/07-02/09/2011, 02/11/2011, 02/14-02/16/2011	12	3000-09 1 YR AFT RTN	2/16/2012	
2149	1992-2010	RSH	1992-1995 DELINQUENT STATEMENT 01/11/2011/ 2009 DELINQUENT STATEMENT 01/12/2011/ 2009 MARCH REMINDER 11/30/2010 & 01/03/2011/ 2009 33.07 NOTICE 01/04/2011/ 2009 33.11 NOTICE 01/07/2011/ 2010 TAX RECEIPTS 11/18-11/19/2010, 11/22-11/24/2010, 11/29-11/30/2010, 12/01-12/03/2010, 12/07-12/10/2010, 12/13-12/17/2010, 12/20-12/22/2010, 12/27-12/30/2010, 01/03-01/07/2011, 01/10-01/13/2011/ 2010 TAX STATEMENTS 11/18-11/19/2010, 11/22/2010, 11/24/2010, 11/29-11/30/2010, 12/01-12/03/2010, 12/07-12/10/2010, 12/13-12/17/2010, 12/20/2010, 12/27-12/28/2010, 12/30/2010, 01/03-01/04/2011, 01/10-01/13/2011	12	3000-09 1 YR AFT RTN	1/13/2012	
2151	2009	RSH	2009 MAP CLEARANCE CERTIFICATES A-G 01/01/2009-12/30-2009 (1 of 3) (This box includes a complete list of all TC numbers included in all 3 boxes)	10	3000-10 2 YRS	12/30/2011	
2152	2008-2009	RSH	2008-2009 MAP CLEARANCE CERTIFICATES K-SE 05/29/2008 & 01/01/2009-12/30-2009 (2 of 3) (Complete list of TC numbers for all 3 boxes in box 2151)	10	3000-10 2 YRS	12/30/2011	
2153	2009	RSH	2009 MAP CLEARANCE CERTIFICATES SH-W 01/01/2009-12/30-2009 (3 of #) (Complete list of TC numbers for all 3 boxes in box 2151)	10	3000-10 2 YRS	12/30/2011	
2154	2009	RSH	2009 TAX CERTIFICATES, ABSTRACT 0097 THRU 9999 07/01/2009-12/31/2009	10	3000-10 2 YRS	12/31/2011	
2169	2007-2008	RSH	2007 & 2008 NAME & ADDRESS & SUPPL STMT RTN MAIL/2007 NOV N/A #9 11/3/2008; 2007 DEC N/A #10 07/31/2008; 2007 FEB N/A #2 07/07/2008; 2007 MAR/APR N/A #3 07/07/2008; 2007 MAY N/A #4 07/02/2008, 07/10/2008, 07/14/2008, 07/17/2008, 07/24/2008, 07/28/2008, 08/04/2008, 08/27/2008 & 12/01/2008; 2007 JUNE N/A #5 07/07-07/08/2008, 07/10-07/11/2008, 07/14/2008, 07/17-07/18/2008, 07/24-07/25/2008, 07/28-07/29/2008 & 09/05/2008; 2007 JULY N/A #6 09/04-09/05/2008, 09/08/2008, 09/22/2008 & 10/02/2008; 2007 AUG N/A #7 09/23/2008 & 09/29-09/30/2008; 2007 SUPPL #9 12/21/2008, 12/26/2008, 12/28/2008 & 12/31/2008; 2007 SUPPL #10 01/02/2008, 01/07-01/09/2008, 01/11/2008, 01/13/2008 & 04/07/2008; 2007 SUPPL #11 01/14-01/15/2008, 01/24-01/25/2008, 01/30/2008 & 02/04/2008; 2007 SUPPL #12 02/14-02/15/2008, 02/18-02/22/2008, 02/25-02/26/2008, 03/03/2008, 03/05/2008, 03/07/2008, 03/27/2008, 04/04/2008 & 05/15/2008; 2007 SUPPL #13 03/04/2008 & 03/11/2008; 2007 SUPPL #14 03/25/2008, 03/27/2008, 03/31/2008, 04/01/2008 & 04/14/2008; 2007 SUPPL #15 08/08/2008; 2007 SUPPL #16 07/07/2008 & 11/21/2008; 2007 SUPPL #17 07/17-07/18/2008 & 07/21/2008; 2007 SUPPL #18 08/01/2008 & 08/04/2008; 2007 SUPPL #20 10/07/2008 & 10/23/2008; 2007 SUPPL #21 10/23/2008; 2008 SUPPL #11 12/29/2008	5	3000-02 3 YRS	12/31/2011	
2194	2010	RSH	2010 RESEARCH WORK PENDING SHEETS, JANUARY 1, 2010 THRU DECEMBER 31, 2010	26	1050-31 FE + 1 YR	12/31/2011	
2213							
2214							
2215							
2216							
2217							
2218							
2219							
2220							
2221							
2222							
2223							
2224							