

Updated	5/23/2013			
BOX#	YEAR		DESTRUCTION LIST THRU 06/30/2013	
				SHELF# RETENTION NUMBER AND YRS TO KEEP IN INVENTORY
1711	2006-2007	ADMIN	2006-2007 - LINE ITEM/BUDGET - YEARLY SPENDING -10/01/2006-09/30/2006 (See list in box for details)	7 1025-26 FE + 3 YRS(must keep for 6 yrs)
1712	2006-2007	ADMIN	2006-2007 - LINE ITEM/BUDGET - YEARLY SPENDING -10/01/2006-09/30/2006 (See list in box for details)	7 1025-26 FE + 3 YRS(must keep for 6 yrs)
1818	2008	RSH	2008-PRIOR SYSTEM CORRECTIONS 07/01/2008-07/23/2008	28 3000-02 3 YRS
1819	2008	RSH	2008-PRIOR SYSTEM CORRECTIONS 07/23/2008-10/13/2008	28 3000-02 3 YRS
1820	2008	RSH	2008-PRIOR SYSTEM CORRECTIONS 10/14/2008-11/03/2008	28 3000-02 3 YRS
1821	2008	RSH	2008-PRIOR SYSTEM CORRECTIONS 11/04/2008-11/26/2008	28 3000-02 3 YRS
1831	2004-2008	RSH	2004-2008 FT BEND CAD SUPPLEMENT TOTALS-2008 SUPL #14-16 ALL W/ AUDIT, 2007 SUPL #30-32 ALL W/ AUDIT, 2006 SUPL #38-40 ALL W/ AUDIT, 2005 SUPL #50 ALL W/ AUDIT, 2004 SUPL #53-55 ALL W/ AUDIT, ASSESSMENT ROLL GRAND TOTALS REPORT COPIES SENT TO LCISD, FBISD, HCC, CITY OF ROSENBERG & WCID #2 FOR 2008 SUPL #14-16 AND CORRESPONDING BACK YEARS SUPL TOTALS	14 3000-02 3 YRS
1832	2004-2008	RSH	2004-2008 FT BEND CAD SUPPLEMENT TOTALS-2008 SUPL #12-13 ALL W/ AUDIT, 2007 SUPL #28-29 ALL W/ AUDIT, 2006 SUPL #36-37 ALL W/ AUDIT, 2005 SUPL #48-49 ALL W/ AUDIT, 2004 SUPL #51-52 ALL W/ AUDIT, ASSESSMENT ROLL GRAND TOTALS REPORT COPIES SENT TO LCISD, FBISD, HCC, CITY OF ROSENBERG & WCID #2 FOR 2008 SUPL #12-13 AND CORRESPONDING BACK YEARS SUPL TOTALS	14 3000-02 3 YRS
1833	2004-2008	RSH	2004-2008 FT BEND CAD SUPPLEMENT TOTALS-2008 SUPL #10-11 ALL W/ AUDIT, 2007 SUPL #26-27 ALL W/ AUDIT, 2006 SUPL #34-35 ALL W/ AUDIT, 2005 SUPL #46-47 ALL W/ AUDIT, 2004 SUPL #49-50 ALL W/ AUDIT, ASSESSMENT ROLL GRAND TOTALS REPORT COPIES SENT TO LCISD, FBISD, HCC, CITY OF ROSENBERG & WCID #2 FOR 2008 SUPL #10-11 AND CORRESPONDING BACK YEARS SUPL TOTALS	14 3000-02 3 YRS
1869	2006-2008	RSH	2006-2008 INTERNET REQUESTS & LOCKBOX RECEIPTS REQUESTS 08/18-12/31/2005, 01/01-12/29/2006, 01/01-12/30/2007 & 01/01-12/31/2008	5 3000-12 2 YRS
1880	2004-2008	RSH	2004-2008 FT BEND CAD SUPPLEMENT TOTALS-2008 SUPL #17-18 ALL W/ AUDIT, 2007 SUPL #33-34 ALL W/ AUDIT, 2006 SUPL #41-42 ALL W/ AUDIT, 2005 SUPL #53-54 ALL W/ AUDIT, 2004 SUPL #56-57 ALL W/ AUDIT, ASSESSMENT ROLL GRAND TOTALS REPORT COPIES SENT TO LCISD, FBISD, HCC, CITY OF ROSENBERG & WCID #2 FOR 2008 SUPL #17-18 AND CORRESPONDING BACK YEARS SUPL TOTALS	7 3000-02 3 YRS
1881	2004-2008	RSH	2004-2008 FT BEND CAD SUPPLEMENT TOTALS-2008 SUPL #19-20 ALL W/ AUDIT, 2007 SUPL #35-36 ALL W/ AUDIT, 2006 SUPL #43-44 ALL W/ AUDIT, 2005 SUPL #55-56 ALL W/ AUDIT, 2004 SUPL #58 ALL W/ AUDIT, ASSESSMENT ROLL GRAND TOTALS REPORT COPIES SENT TO LCISD, FBISD, HCC, CITY OF ROSENBERG & WCID #2 FOR 2008 SUPL #19-20 AND CORRESPONDING BACK YEARS SUPL TOTALS	7 3000-02 3 YRS
			2004-2008 FT BEND CAD SUPPLEMENT TOTALS-2008 SUPL #21 NO AUDIT, 2008 SUPL #22-23, 2007 SUPL #37 NO AUDIT, 2007 SUPL #38-40 W/ AUDIT, 2006 SUPL #45 NO AUDIT, 2006 SUPL #46-48 W/ AUDIT, 2005 SUPL #57, 2004 SUPL #59, ASSESSMENT ROLL GRAND TOTALS REPORT COPIES SENT TO LCISD, FBISD, HCC, CITY OF ROSENBERG & WCID #2 FOR 2008 SUPL #21-248 AND CORRESPONDING BACK YEARS SUPL TOTALS	
1904	2004-2008	RSH	TOTALS	6 3000-02 3 YRS
1992	2009-2010	RSH	2009-2010 RESEARCH GENERAL CORRESPONDENCE A-D 07/01/2009-06/30/2010	27 3000-12 2 YRS
1993	2009-2010	RSH	2009-2010 RESEARCH GENERAL CORRESPONDENCE E-K 07/01/2009-06/30/2010	27 3000-12 2 YRS
1994	2009-2010	RSH	2009-2010 RESEARCH GENERAL CORRESPONDENCE L-P 07/01/2009-06/30/2010	27 3000-12 2 YRS
1995	2009-2010	RSH	2009-2010 RESEARCH GENERAL CORRESPONDENCE Q-Z 07/01/2009-06/30/2010	27 3000-12 2 YRS
2018	2009-PRIOR	RSH	2009-PRIOR SYSTEM CORRECTION FOLDERS 05/18/2009-07/10/2009	24 3000-02 3 YRS
2019	2009-PRIOR	RSH	2009-PRIOR SYSTEM CORRECTION FOLDERS 07/13/2009-09/21/2009	28 3000-02 3 YRS
2020	2009-PRIOR	RSH	2009-PRIOR SYSTEM CORRECTION FOLDERS 09/21/2009-11/30/2009	28 3000-02 3 YRS
2021	2007-2009	COL	2007-2009 MISCELLANEOUS LETTERS A-M CK RTND DUE TO WRONG ENTITY, CK RTND DUE TO NSF, CK AMT OVER \$500.00 OF AMT DUE, ETC 01/2007-06/2009 (see box # 2032 for N-Z)	21 3000-12 2 YRS
2022	2006-2009	COL	2006-2009 LIQUOR RECEIPTS APRIL 2006-SEPTEMBER 2009, WINE & BEER RECEIPT BOOKS 389401-389425, 420776-420800, 420876-420925, 405301-405375, 405401-405450, 430976-431000, 434226-434250, 434301-434375, 461826-461850, 461876-461975, 476576-476650, 487701-487900, 502451-502650, 515476-515650	21 3050-02 FE + 3 YRS
2030	2008-2009	COL	2008-2009 TRACKING TAPES SEPT 2008-SEPT 2009	3 1025-27 FE + 3 YRS
2032	2007-2009	COL	2007-2009 MISCELLANEOUS LETTERS N-Z CK RTND DUE TO WRONG ENTITY, CK RTND DUE TO NSF, CK AMT OVER \$500.00 OF AMT DUE, ETC 01/2007-06/2009 (see box # 2021 for A-M)	3 3000-12 2 YRS
2053	2009	COL	2009 FAXES A-M JANUARY 1, 2009-SEPTEMBER 30, 2010	12 3000-12 2 YRS
2054	2009	COL	2009 FAXES N-Z JANUARY 1, 2009-SEPTEMBER 30, 2010	12 3000-12 2 YRS
2150	2010	RSH	2010 TAX CERTIFICATES COPIES (GREEN)#08837-09779 JANUARY 8, 2010 THROUGH DECEMBER 29, 2010, 2010 TAX CERTIFICATES DEPOSIT PROOF SUMMARY SHEETS 01/2010 THROUGH 12/2010	12 3000-10 2 YRS
2157	2010	COLL	2010 FAXES 09/1/2010-12/31/2010 & MORTGAGE REQUEST/PAYMENT BACK UP	10 3000-12 2 YRS

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2158	2010	COLL	2010 LETTERS-MISCELLANEOUS 01/01/2010-12/31/2010	10 3000-12 2 YRS
2161	2010	COLL	2010 MORTGAGE/INDIVIDUAL REQUEST BACK-UP	11 3000-12 2 YRS
2164	2010	COLL	2010 DUPLICATE PAYMENTS A-L 01/01/2010-12/31/2010	11 3000-12 2 YRS
2165	2010	COLL	2010 DUPLICATE PAYMENTS M-Z 01/01/2010-12/31/2010	11 3000-12 2 YRS
2166	2010	COLL	2010 GENERAL CORRESPONDENCE A-J 01/01/2010-12/31/2010	10 3000-12 2 YRS
2167	2010	COLL	2010 GENERAL CORRESPONDENCE K-R 01/01/2010-12/31/2010	10 3000-12 2 YRS
2168	2010	COLL	2010 GENERAL CORRESPONDENCE S-Z 01/01/2010-12/31/2010	11 3000-12 2 YRS
2170	2010	RSH	2010 MAP CLEAR CERTIFICATES ALIANA SEC 19-CROSS CREEK RANCH CROSS CREEK BEND LN EXT #1 01/01/2010-12/31/2010	17 3000-10 2 YRS
2171	2010	RSH	2010 MAP CLEAR CERTIFICATES COMMUNITY OF BRIARCHASE FIRETHORNE SEC 20 01/01/2010-12/31/2010	17 3000-10 2 YRS
2172	2010	RSH	2010 MAP CLEAR CERTIFICATES FIRETHORNE SEC 19 & 20 PARTIAL REPLAT #1-LAMAR CIRD #5 01/01/2010-12/31/2010	14 3000-10 2 YRS
2173	2010	RSH	2010 MAP CLEAR CERTIFICATES LAKEMONT SHORES SEC 2 AMENDING PLAT #2-ROESNER RD WEST OF SPRING GREEN STD 01/01/2010-12/31/2010 (Complete list of all TC numbers included int this box for all 6 boxes)	14 3000-10 2 YRS
2174	2010	RSH	2010 MAP CLEAR CERTIFICATES SAINT JOHN FISHER CHURCH TX1-STAFFORD REPLAT 01/01/2010-12/31/2010	17 3000-10 2 YRS
2175	2010	RSH	2010 MAP CLEAR CERTIFICATES WALNUT CREEK RECREATIONAL RESERVE-ZERINGUE COMMERCIAL TRACT SOUTH RESERVES "F", "H" & "K" 01/01/2010-12/31/2010 & 2010 TAX CERTIFICATES ABSTRACT 9960-9999 01/01/2010-12/31/2010	14 3000-10 2 YRS
2176	2010	RSH	2010 TAX CERTIFICATES ABSTRACT 0006-0187 01/01/2010-12/31/2010	5 3000-10 2 YRS
2177	2010	RSH	2010 TAX CERTIFICATES ABSTRACT 0225-8870 01/01/2010-12/31/2010	5 3000-10 2 YRS
2178	2010	RSH	2010 33.07 NOTICE W/O FRWDING ADDRESS 05/31/2011, 06/02-06/03/2011, 06/06/2011, 06/08-06/10/2011, 06/13-06/16/2011, 06/20-06/21/2011 & 06/24/2011, 2010 33.07 NOTICE BAD ADDRESS 05/23/2011	5 3000-09 1 YR AFT RTN
2179	2010	RSH	2010 WRITTEN STATEMENTS A-T 01/01/2010-12/31/2010	5 3000-10 2 YRS
2180	2010-PRIOR	RSH	2010 WRITTEN STATEMENTS U-Z & CHELSEA HARBOR HOA 01/01/2010-12/31/2010/ 2009 WRITTEN STATEMENTS for SWE, LLC & CASSIAN B BREZINA/ 2009-PRIOR REQUEST FOR WRITTEN STATEMENTS LOG 09/09/2003-12/31/2009/ 2010 REQUEST FOR WRITTEN STATEMENTS LOG 01/21/2010-12/07/2010	5 3000-10 2 YRS
2181	2010	RSH	2010 WRITTEN STATEMENTS for SIENNA PLANTATIONS 02/09/2010, 05/09/2010, 08/24/2010 12/30/2010	5 3000-10 2 YRS
2182	2009-2010	COLL	2009-2010 CALL CENTER TELEPHONE LOGS 01/01/2009-12/31/2010	30 3000-10 2 YRS
2183	2010-2011	RSH	2010-2011 RESEARCH GENERAL CORRESPONDENCE A-C 07/01/2010 - 06/30/2011	2 3000-12 2 YRS
2184	2010-2011	RSH	2010-2011 RESEARCH GENERAL CORRESPONDENCE D-I 07/01/2010 - 06/30/2011	2 3000-12 2 YRS
2185	2010-2011	RSH	2010-2011 RESEARCH GENERAL CORRESPONDENCE J-N 07/01/2010 - 06/30/2011	2 3000-12 2 YRS
2186	2010-2011	RSH	2010-2011 RESEARCH GENERAL CORRESPONDENCE O-S 07/01/2010 - 06/30/2011	2 3000-12 2 YRS
2187	2010-2011	RSH	2010-2011 RESEARCH GENERAL CORRESPONDENCE T-Z 07/01/2010 - 06/30/2011	2 3000-12 2 YRS
			2010 1ST MAILER W/O FRWDING ADDRESS: 05/23/2011, 06/10, 06/13, 06/14, 06/20 & 06/27/2011; 2010 1ST MAILER WITH FRWDING ADDRESS: 05/12/2011, 2010 TAX RECEIPTS: 02/23/2011, 05/10, 05/12, 05/13, 05/16, 05/19, 05/23, 05/27/2011, 06/01, 06/03, 06/07 THRU 06/09, 06/14 THRU 06/16, 06/20, 06/24, 06/27, & 06/30/2011, 07/01, 07/05, 07/11 THRU 07/12, 07/14, 07/18/2011; 2010 TAX STATEMENTS: 04/14, 07/19, 01/21, 01/24, 01/27, 01/31/2011, 02/03, 02/09, 02/14 & 04/11/2011; FEBRUARY REMINDERS W/O FRWDING ADDRESS: 05/23, 05/31/2011, 06/06, 06/16, 06/21/2011, FEBRUARY REMINDERS WITH FRWDING ADDRESS: 05/27, 06/06/2011; 33.11 NOTICE W/O FRWDING ADDRESS: 05/11/2011, 05/23, 05/27/2011, 06/01, 06/13, 06/27/2011, 33.11 NOTICE WITH FRWDING ADDRESS: 05/11/2011, DELINQUENT STATEMENTS: 02/03, 02/09, 02/14, 02/18, 02/22 THRU 02/23, 02/28/2011, 03/02 THRU 03/04, 03/07, 03/10, 03/14, 03/16 THRU 03/18, 03/21, 03/24, 03/28 THRU 03/29, 03/31/2011, 04/01, 04/04, 04/11, 04/15, 04/18, 04/25/2011, 05/05, 05/09, 05/13, 05/27, 05/31/2011, 06/01 THRU 06/02, 06/06, 06/08 THRU 06/10, 06/13 THRU 06/16, 06/20, 06/24, 06/30/2011, 07/14/2011; 2008 1ST MAILER W/O FRWDING ADDRESS: 06/23/2011; BACKYEARS 33.07 NOTICES: 01/11, 01/18/2011, 02/23/2011, 05/03/2011; BACKYEARS DELINQUENT STATEMENTS: 02/07, 02/28/2011, 03/01 THRU 03/03/2011, 03/21/2011, 04/04, 04/25/2011, 02/23/2011, 05/03/2011; 2009 SYCTEM CORRECTION FOLDERS 12/1/2009-12/31/2009 2009 SUPL #3, 5 & 6, 2009 CEILING CERTS/FREEZE CORRECTIONS, 2008 SUPL #25, 29 & 30, 2008 HCAD SUPL #15, 2007 SUPL #46, 2006 SUPL #54, 2005 & 2004 BATCH #90	12 3000-09 1 YR AFT RTN
2189	2009-PRIOR	RSH	2009 SYCTEM CORRECTION FOLDERS 11/4/2010-2/19/2010 2009 SUPL #7, 8 & 9, 2009 NSF REMOVALS, 2009 CEILING CERTS/FREEZE CORRECTIONS, 2008 SUPL #31, 32 & 33, 2008 HCAD SUPL #16 & 17, 2007 SUPL #47, 48 & 49, 2006 SUPL #55, 56 & 57, 2005 SUPL #67, 2005 & 2004 BATCH #91, 2001 BATCH #93	20 3000-02 3 YRS
2190	2009-PRIOR	RSH	2009 SYSTEM CORRECTION FOLDERS 2/22/2010-5/6/2010 2009 SUPL #9, 10, 11 & 12, 2009 NSF REMOVALS, 2009 ADJ REFUND, 2009 & 2008 CEILING CERTS/FREEZE CORRECTIONS, 2008 SUPL #31, 33, 34, 35 & 36, 2008 HCAD SUPL #18 & 19, 2007 SUPL #50, 51 & 52, 2006 SUPL #26, 58, 59 & 60, 2005 SUPL #59, 2005 BATCH #94 & 95	20 3000-02 3 YRS
2191	2009-PRIOR	RSH	2009 SYSTEM CORRECTION FOLDERS 5/7/2010-6/30/2010 2009 SUPL #9, 12, 13 & 14, 2009 NSF REMOVALS, 2009 ADJ REFUND, 2009 CEILING CERTS/FREEZE CORRECTIONS, 2008 HCAD SUPL #6, 2008 SUPL #33, 35, 37 & 38, 2008 HCAD SUPL #8 2007 SUPL #53 & 542, 2006 SUPL #61 & 62, 2005 SUPL #66, 2005 BATCH #96, 97 & 98, 2004 BATCH #97	21 3000-02 3 YRS
2192	2009-PRIOR	RSH		21 3000-02 3 YRS

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BOX#	YEAR		DESTRUCTION LIST THRU 06/30/2013	SHELF# RETENTION NUMBER AND YRS TO KEEP IN INVENTORY
			2010 LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 06/02/2011-06/30/2011 887132-887178, 092446-092505, 092506-092545, 092546-092572, 092573-092595, 092596-092617, 092618-092637, 092638-092658, 092659-092675, 092677-092689, 887181-887190, 887191-887318, 09691-092705, 092706-092719, 092720-092730, 092731-092761, 092862-092788, 092834-092834, 092835-092842, 092843-092905, 092906-092943, 092944-092955, 092956-093062, 093063-093108, 093109-093130, 887366-887369, 887374-887392, 0887393-8877409, 887410-887414, 887432-887431, 887449-887465, 887466-887482, 887484-887506, 887507-887530, 093132-093150, 093151-093161, 093162-093168, 093169-093181, 093182-093205, 093206-093220, 093221-093284, 093327-093352, 887551-887553	12 3000-09 1 YR
2195	2010	RSH		
			2010 LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 07/01/2011-07/29/2011 093285-093326, 093353-093430, 093431-093450, 093451-093503, 093506-093520, 093521-093553, 093554-093585, 093586-093621, 093642-093647, 093648-093675, 093676-093692, 0887552-887569, 093693-093699, 093700-093707, 093712-093761, 093762-093797, 093798-093841, 887571-887580, 887581-887608, 887609-887660, 887661-887670, 887671-887677, 887678-887683, 887684-887708, 887709-887714, 887725-887722, 887723-887743	12 3000-09 1 YR
2196	2010	RSH		12 3000-09 1 YR
			2010 33.07 NOTICE W/ FRWDING ADDRESS: 5/23-05/27/11, 5/31/11, 6/1-6/3/11, 6/16/11, 6/27/11, 8/1/11, 2010 33.07 NOTICE W/ FRWDING ADDRESS: 6/2/11, 6/7/11, 6/27-6/28/11, 6/30/11, 7/1/11, 7/5/11, 7/7-7/8/11, 7/11-7/12/11, 7/20-7/21/11, 7/25/11, 8/2/11, 8/6/11, 8/10/11, 8/12/11, 8/17/11, 8/24/11, 8/26-8/27/11, 9/6/11, 10/13/11, 10/17/11, 2010 33.11 NOTICE W/ FRWDING ADDRESS: 8/1/11, 8/6/11, 8/19/11, 8/22/11, 8/26/11, 9/19/11, 9/28/11, 10/13/11, 10/17/11, 2010 DELO STMT W/ FRWDING ADDRESS: 8/12/11, 2010 DELO STMT W/ FRWDING ADDRESS: 7/27/11, 8/2/11, 8/10-8/11/11, 8/17-8/18/11, 9/6/11, 10/3/11, 10/5/11, 10/11/11, 10/21/11, 10/24/11, 2010 FEBRUARY REMINDER W/ FRWDING ADDRESS: 8/8/11, 2010 FEBRUARY REMINDER W/ FRWDING ADDRESS: 8/8/11, 2010 1ST MAILER W/ FRWDING ADDRESS: 8/12/11, 9/16/11, 9/26/11, 10/17/11, 2010 TAX RECEIPTS: 7/2/11, 7/25/11, 7/27/11, 8/1-8/5/11, 8/8/11, 8/10/11, 8/12/11, 8/15/11, 8/17/11, 8/19/11, 8/22/11, 8/26/11, 9/6/11, 9/9/11, 9/12-9/14/11, 9/19/11, 9/26/11, 9/30/11, 10/3/11, 10/5/11, 10/7/11, 10/14/11, 10/17/11, 10/21/11, 10/24/11, 10/26/11, 11/4/11, 2010 1ST MAILER-TEMPORARILY AWAY: 10/29/10, 11/1-11/5/10, 11/8/10, 11/12/10, 11/15/10, 11/19/10, 11/22/10, 11/29/10, 2010 PROPERTY TAX REMINDER-TEMPORARILY AWAY: 2/18/11, 2/22-2/23/11, 3/7/11, 2010 NOTICE PERSONAL PROPERTY (PBB)-TEMPORARILY AWAY: 3/2-3/3/11, 2010 NOTICE: 5/23/11	6 3000-09 1 YR AFT RTN
2204	2010	RSH		
			2010 LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 08/01/11-11/10/2011-887744-887760, 887761-887784, 887785-887796, 887797-887798, 887799-887807, 887808-887815, 887816-887325, 887826-887840, 093842-093851, 093852, 093853-093876, 093877-093882, 093883-093893, 093894-093897, 093898-093899, 093900-093902, 093894-093897, 093898-093899, 093903-093910, 093912-093922, 093923-093926, 093927-093937, 093938-093952, 707158-707159, 093953, 093954-093957, 887847-887859, 887862-887870, 887874-887880, 887881-887884, 093986-093976, 093977-093988, 093989-093994, 887885, 093996-093976, 093977-093988, 093989-093994, 887885, 093995, 887886-887887, 093997-093998, 093989-094011, 094012-094016, 094017-094022, 887888, 094023-094025, 094026-094028, 094029-094030, 094031-094048, 094049-094051, 094052-094054, 094055-094060, 094061, 094062-094073, 094074-094093, 094097-094103, 094104-094111, 094112-094118, 094119-094120, 094121, 094122, 094123-094127, 094128-094133, 094134-094136, 094137-094138, 094139-094140, 094141-094143, 094144, 094146-094147, 094148-094154, 094157, 094158-094161, 094162-094171, 094173-094183, 094176-094182, 094183-094184, 094186-094191, 094192	21 3000-09 1 YR
2213	2010	RSH		
2214	2011	RSH	2011 1ST MAILER WITHOUT FORWARDING ADDRESS 11/14-11/18/11	28 3000-19 1 YR AFT RTN
2217	2011	RSH	2011 1ST MAILER WITH FORWARDING ADDRESS 11/14-11/18/11	28 3000-09 1 YR AFT RTN
2218	2011	RSH	2011 1ST MAILER WITH FORWARDING ADDRESS 11/18/11, 11/21-11/23/11, 11/28/11, 11/30/11 & 12/01-12/02/11	27 3000-09 1 YR AFT RTN
2219	2011	RSH	2011 1ST MAILER WITHOUT FORWARDING ADDRESS 11/18/11, 11/21-11/23/11, 11/30/11, 12/02/11, 12/05/11, 12/07-12/09/11, 12/12-12/14/11, 12/16/11, 12/19-12/20-11	27 3000-09 1 YR AFT RTN
2220	2011	RSH	2011 FEBRUARY REMINDER WITHOUT FORWARDING ADDRESS 02/27-02/29/2012, 03/01-03/02/12 & 03/05/12	25 3000-09 1 YR AFT RTN
			2007-2011 2007 1ST MAILER-12/19/11, 2009 1ST MAILER-12/19/11, 2010 1ST MAILER-11/15/11 & 12/19/11, DELINQUENT TAX STMTS-11/28/11, 12/07/11, 12/13/11, 12/27/11, 01/03/12, 2007-2008 33.11 NOTICE-12/19/11, 2007-2009 33.07 NOTICE-12/21/11, 2009-2010 33.07 NOTICE-12/19/11, 2010 33.07 NOTICE-11/18/11, 11/22/11, 11/28/11, 12/19/11, & 12/29/11, 2011 TAX RECEIPTS-11/07/11, 11/14-11/15/11, 11/18/11, 11/22/11, 11/28-11/30/11, 12/02/11, 12/06-12/07/11, 12/09/11, 12/12-12/16/11, 12/19-12/22/11, 12/27-12/30/11, 01/03/12, 01/05-01/06/12, 01/09/12	25 3000-09 1 YR AFT RTN
2221	2007-2011	RSH		
2222	2011	RSH	2011 1ST MAILER WITHOUT FORWARDING ADDRESS 11/18/11, 11/22-11/23/11, 11/28-11/30/11, 12/01-12/02/11, 12/05-12/08/11	21 3000-09 1 YR AFT RTN
2223	2011	RSH	2011 33.11 NOTICE WITHOUT FORWARDING ADDRESS 02/22-02/24/12, 02/27-02/29/12, 03/01-03/02/12, 03/05-03/09/12, 03/15-03/16/12, 03/19/03/21/12, 03/23/12, 03/26-03/28/12	25 3000-09 1 YR AFT RTN
2224	2011	RSH	2011 TAX RECEIPTS 01/09-01/10/12, 01/12-01/13/12, 01/17-01/20/12, 01/23-01/27/12, 01/30-01/31/12, 02/02-02/03/12, 02/06-02/10/12, 02/13-02/16/12	25 3000-09 1 YR AFT RTN
			2010-2011-2011 1ST MAILER WITHOUT FORWARDING ADDRESS 11/18/11, 12/16/11, 12/19/11, 12/21-12/22/11, 12/27/11, 12/28-12/30/11, 01/03/12, 01/05-01/06/12, 01/09-01/10/12, 01/12-01/13/12, 01/17-01/20/12, 01/23/12, 01/25-01/27/12, 01/30-01/31/12, 02/06/12, 02/09-02/10-12, 02/16-02/17/12, 02/20-02/22/12, 03/07-03/08/12, 03/22-03/23/12, 03/26/12, 04/09/12, 2011 TAX STMT WITHOUT FORWARDING ADDRESS 01/10/12, 01/12-01/14/12, 01/17-01/20/12, 01/23/12, 01/27/12, 01/30-01/31/12, 02/02-02/03/12, 02/06/12, 02/08-02/10/12, 02/13-02/14/12, 03/13/12, 03/23/12, 2011 1ST MAILER WITH FORWARDING ADDRESS 11/18/11, 12/05-12/07/11, 12/09/11, 12/13-12/16/11, 12/19-12/22/11, 01/25/12, 02/23-02/24/12, 02/27/12, 2011 COURTESY STATEMENTS 11/30/11, 12/01-12/02/11, 12/05-12/07/11, 12/09/11, 12/13-12/14/11, 12/19/11, 01/03/12, 01/10/12, 01/12/12, 2010 FEBRUARY REMINDER 02/22/12, 2011 DELINQUENT STATEMENT 02/22/12, 02/29/12, 03/01/12, 03/23/12 & 03/27/12	25 3000-09 1 YR AFT RTN
2225	2010-2011	RSH		

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BOX#	YEAR		DESTRUCTION LIST THRU 06/30/2013	SHELF#
				TO KEEP IN INVENTORY
2245	2011	RSB	2011 LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 12/16/2011-12/16/2011 069285-069410, 069411-069533, 069534-069634, 069635-069733, 069714-069810, 069841-069897, 069898-069928, 069929-069964, 069972-070033, 070034-070043, 069324-099327, 099130-099250, 099251-099367, 204667-204712, 098297	19 3000-09 1 YR
2246	2011	RSB	070367-070470, 070471-070518, 070519-070553, 070554-070669, 204741-204801, 204802-204895, 204896-204983, 204984-205137, 205138-205291, 205292-205423, 099424-099487, 098051, 098201	29 3000-09 1 YR
2247	2011	RSB	2011 LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 12/20/2011-12/20/2011 099501-099563, 099568-099615, 099616-099768, 099565-099566, 099488-099498, 206224-206244, 070976-071032, 070700-070780, 070781-070860, 070861-070975, 071033-071125, 071126-071172, 205665-205797, 205798-205883, 205884-206016, 206165-206233, 205425-205551, 205552-205564, 206017-206114, 206115-206164	23 3000-09 1 YR
2248	2011	RSB	2011 LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 12/21/2011-12/21/2011 071242-071320, 071414-071479, 071480-071509, 071510-071562, 071563-071640, 071647-071680, 071777-071733, 206245-206268, 206269-206417, 099770-099895, 099769, 099564, 068830, 099896-099982, 077173-071240, 071321-071413	24 3000-09 1 YR
2249	2011	RSB	2011 LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 12/22/2011-12/22/2011 BOX 1 099964-100180, 100230-100387, 100388-100465, 100467-100595, 206418-206499, 206500-206599, 206600-206723, 206724-206889, 071734-071819, 071820-071943, 071944-072089, 072090-072210, 072211-072338, 072339-072446, 072447-072580, 072581-072633, 072635-072688, 072692-072752	24 3000-09 1 YR
2250	2011	RSB	2011 LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 12/22/2011-12/22/2011 BOX 2 072763-072790, 072801-072826, 072843-072855, 072857-072881, 072883-073088, 073089-073199, 073200-073300, 073301-073419, 073420-073528, 073529-073573, 073574-073642, 073643-073670, 073671-073712, 073768-073793, 073794-073812, 073814-073858, 073713-073767	24 3000-09 1 YR
2251	2011	RSB	2011 LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 12/27/2011 073859-074002, 074003-074088, 074089-074156, 074157-074236, 074237-074319, 100181-100229, 100596-100700, 100702-100800, 100801-100901, 100902-100903, 100904-100942, 206980-207095, 207096-207276, 207277-207423, 207424-207492, 207583-207608	23 3000-09 1 YR
2252	2011	RSB	2011 LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 12/29/2011 BOX 1 101360-101486, 208345-208393, 208896-208940, 208941-208972, 074831, 074832-074870, 074871-074920, 074921-074967, 074968-075046, 100943-101057, 101058-101109, 101110-101184, 207874-208022, 207609-207636, 207638-207782, 207873-207784, 208023-208097, 208098-208230	23 3000-09 1 YR
2253	2011	RSB	2011 LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 12/29/2011 BOX 1 101360-101486, 208345-208393, 208896-208940, 208941-208972, 209000-209005, 209038-209078, 209007-209037, 209079-209164, 075050-075165, 075166-075253, 075254-075347, 075348-075450, 075453-075534	27 3000-09 1 YR
2254	2011	RSB	2011 LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 12/29/2011 BOX 2 075535-075593, 075594-075656, 075658-075770, 075771-075828, 075829-075889, 075870-075884, 075885-075906, 208231-208344, 208394-208499, 208500-208650, 208651-208753, 208754-208895, 101192-101357	27 3000-09 1 YR
2255	2011	RSB	2011 LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 12/30/2011 BOX 1 075907-075990, 075991-076100, 076101-076250, 076400-076549, 076251-076399, 076550-076651, 076652-076690, 076691-076793, 076794-076862, 101487-101602, 101604-101750	24 3000-09 1 YR
2256	2011	RSB	2011 LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 12/30/2011 BOX 2 101751-101853, 209170-209328, 209329-209407, 209408-209538, 209539-209720, 209721-209870, 209871-209999, 210009-210099, 210101-210137, 210140-210214, 210216-210235, 210236-210283	23 3000-09 1 YR
2257	2011	RSB	2011 LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 1/03/2012 BOX 1 077725-077309, 077310-077427, 077428-077523, 077524-077649, 210284-210381, 210384-210480, 210481-210558, 210559-210669, 210670-210799, 210800-210910, 211110-21161, 211183-211218, 211219-211274	24 3000-09 1 YR
2258	2011	RSB	2011 LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 1/03/2012 BOX 2 211275-211289, 210917-210922, 077016-077064, 077065-077099, 077100-077224, 077863-077890, 077890-077015, 077650-077888, 077894-077769, 077771-077862, 077984-078017, 077867-078983, 078075-078116	27 3000-09 1 YR
2259	2011	RSB	2011 LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 1/04/2012 BOX 1 102217-102354, 102355-102521, 102522-102656, 210923-211013, 211014-211109, 211290-211411, 211412-211438, 211439-211547, 211554-211617, 211618-211720, 211721-211816, 211817-211902	27 3000-09 1 YR
2260	2011	RSB	2011 LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 1/04/2012 BOX 2 211903-212029, 078117-078251, 078252-078421, 078422-078559, 078560-078749, 078750-078838, 078839-078993, 079047-079071, 079072-079164, 079165-79212, 079214-079255, 079001-079046	27 3000-09 1 YR
2261	2011	RSB	2011 LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 1/05/2012 BOX 1 102657-102866, 102867-102907, 102919-102992, 212030-212194, 212200-212300, 212301-212451, 212452-212595, 212598-212601, 212602-212770, 212771-212880	27 3000-09 1 YR
2262	2011	RSB	2011 LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 1/05/2012 BOX 2 079256-079331, 079332-079407, 079408-079472, 079473-079546, 079547-079670, 079691-079814, 079869-079937, 079938-080000, 080001-080050, 080182-080239, 080051-080102, 80103-80178	24 3000-09 1 YR
2263	2011	RSB	2011 LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 1/06/2012 BOX 1 080240-080287, 080335-080400, 080401-080500, 080501-080617, 080618-080661, 080714-080795, 080796-080887, 080888-080960, 080961-081077, 081078-081118, 081119-081189, 081189-081233, 081234-081250	10A 3000-09 1 YR
2264	2011	RSB	2011 LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 1/06/2012 BOX 2 103002-103068, 103069-103211, 103212-103291, 103293-103337, 103338-103445, 212881-212979, 212980-213101, 213102-213186, 213187-213392, 213393-213499, 213500-213589, 213590-213652	10A 3000-09 1 YR

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BOX#	YEAR		DESTRUCTION LIST THRU 06/30/2013
			SHELF# RETENTION NUMBER AND YRS TO KEEP IN INVENTORY
2265	2011	RSH	2011 LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 1/09/2012 BOX 1 213653-213812, 213813-213899, 213900-213984, 213987-214091, 214092-214168, 214169-214322, 214323-214350, 214351-214406, 214407-214487, 214488-214555, 214559-214669, 214670-214779, 214780-214866
2266	2011	RSH	2011 LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 1/09/2012 BOX 2 103446-103592, 103593-103663, 103664-103798, 103799-103917, 103918-104084, 104085-104216, 082306-082361, 082439-082472, 081268-081444, 081445-081580, 082362-082426, 082135-082212, 082581-081650
2267	2011	RSH	2011 LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 1/09/2012 BOX 3 081651-081728, 081867-081962, 082014-082106, 081963-082013, 081729-081806, 082234-082305, 082427-082438, 081807-081886, 082213-082233, 082107-082132, 214556-214557, 082406, 082450-082457 (2 NOT STAMPED)
2268	2011	RSH	2011 LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 1/10/2012 082473-082639, 082640-082787, 082788-082900, 082901-082964, 082965-083062, 083066-083101, 083108-083214, 083215-083230, 104217-104241, 104242-104373, 104374-104479, 104480-104574, 104575-104680, 214867-214990, 102908-102918, 083104-083105
2269	2011	RSH	2011 LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 1/11/2012 083365-083441, 083442-083603, 083604-083706, 083707-083825, 083827-083974, 084014-084106, 084107-084196, 083231-083277, 083278-083282, 083286-083364, 083975-094013, 102994-103001, 084016-084017, 214991-215156, 215157-215357
2270	2011	RSH	2011 LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 1/12/2012 104268-104270, 084790-084825, 084830-084837, 084838-084842, 084843-084890, 084499-084546, 084547-084568, 084569-084587, 084588-054612, 084613-084789, 084401-084498, 084314-084400, 084197-084313, 105039-105049, 105050-105058, 105059-105240, 105241-105430
2271	2011	RSH	2011 LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 1/13/2012 084891-084999, 085000-085083, 085084-085192, 085193-085312, 085313-085384, 085385-085437, 085438-085494, 085547-085575, 085495-085546, 105431-105478, 105482-105550, 105551-105715, 105717-105857, 215358-215488
2272	2011	RSH	2011 LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 1/17/2012 105858-105886, 105891-105968, 105969-106060, 106061-106191, 085576-085639, 085640-085718, 085719-085869, 085870-085986, 085987-086060, 086061-086069, 086070-086112, 086128-086144, 086145-086257, 990980
2273	2011	RSH	2011 LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 1/18/2012 086259-086351, 086352-086474, 086474-086590, 086592-086687, 086688-086764, 086765-086813, 086814-086845, 086846-086976, 215489-215619, 215620-215700, 215703-215792, 215793-215879, 215880-215971, 106192-106201, 106202-106256, 106257-106418
2274	2011	RSH	2011 LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 1/19/2012 086977-087010, 087034-087051, 087054-087199, 087200-087314, 087315-087413, 087414-087497, 087498-087590, 087591-087625, 087626-087681, 087688-087733, 215972-216071, 215072-216168, 215169-215284, 215285-215306, 106419-106521, 106522-106670, 106690-106753, 106680-106689
2275	2011	RSH	2011 LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 1/20/2012 106762-106880, 106883-107008, 216308-216387, 216388-216455, 216456-216547, 216548-216695, 216696-216786, 087734-087820, 087821-087925, 087932-088105, 088106-088180, 088181-088225, 105887-105890, 088208
2276	2011	RSH	2011 LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 1/23/2012 BOX 1 107011-107132, 107133-107312, 107313-107436, 107437-107536, 107537-107538, 216801-216909, 216910-217031, 217032-217122, 217123-217198, 217199-217290, 217291-217385, 217386-217467, 217468-217569, 217570-217655, 217656-217772, 217773-217874
2277	2011	RSH	2011 LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 1/23/2012 BOX 2 088226-088402, 088403-088516, 088518-088611, 088612-088750, 088751-088885, 088886-089061, 089188-089225, 089152-089174, 089229-089274, 089099-089145, 089063-089091, 089275-089281, 106671-106679, 089175-089187, 089146-089151, 089092-089098, 089282-089304, 106755-106760, 106515
2278	2011	RSH	2011 LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 1/24/2012 089305-089407, 089408-089513, 089514-089537, 089538-089691, 089692-089707, 089708-089727, 218783-218784, 218785-217969, 218411-218464, 218633-218722, 217970-218009, 218466-218564, 218302-218410, 218045-218155, 218723-218782, 218565-218632, 218156-218237, 218238-218301, 218786-218797
2279	2011	RSH	2011 LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 1/25/2012 BOX 1 089728-089815, 089816-089949, 089950-090093, 090094-090207, 090208-090248, 090311-090358, 090359-090416, 090417-090475, 090476-090482, 090484-090522, 090249-090310
2280	2011	RSH	2011 LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 1/25/2012 BOX 2 218801-218865, 218866-218927, 219006-218928, 219078-219017, 219079-219135, 219136-219235, 219240-219346, 219347-219501, 219502-219538, 107539-107692, 107693-107754, 107702-107704, 107755, 107694-107698
2281	2011	RSH	2011 LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 1/26/2012 090523-090542, 090543-090774, 090725-090842, 090843-090931, 090932-091014, 091015-091021, 091022-091114, 091115-091192, 091200-091255, 107756, 219539-219587, 219692-219762, 220134-220182, 219763-219891, 219892-220042, 219588-219661, 220043-220133, 219892-219861, 107766-107774
2282	2011	RSH	2011 LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 1/27/2012 107775-107778, 107779-107881, 107884-108060, 108061-108091, 220183-220335, 220336-220398, 220399-220503, 220504-220542, 220543-220639, 220640-220731, 220732-220836, 220837-220899, 220900-220965, 091243-091274, 091275-091330, 091331-091373, 091386-091493, 091494-091496, 091497-091539, 091540-091669, 091670-091760, 091761-091763, 091764-091890, 091378
2283	2011	RSH	221426-221568, 221569-221658, 221659-221679, 221680-221741, 221742-221800, 221801-221908, 221962-222018, 222020-222082, 220966-221099, 221909-221961, 092762-092768, 107757-107765, 108317
			29 3000-09 1 YR

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BOX#	YEAR	DESTRUCTION LIST THRU 06/30/2013	SHELF# RETENTION NUMBER AND YRS TO KEEP IN INVENTORY
2284	2011	RSH 2011 LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 1/30/2012 BOX 2 091891-091916, 091917-091922, 091924-092076, 092077-092173, 092174-092245, 092246-092362, 092363-092424, 092425-092471, 092472-092515, 092516-092583, 092584-092626, 092627-092666, 092667-092689, 092692-092713, 092714-092761, 092774-092912, 108291-108316, 108316-108350, 108351-108417, 108418-108487, 108488-108501, 108502-108578, 108579-108605, 108606-108673, 108674-108746, 108747-108753, 108754-108882, 108883-109006	29 3000-09 1 YR
2285	2011	RSH 2011 LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 1/31/2012 BOX 1 220083-222173, 222174-222231, 222232-222360, 222361-222472, 222473-222566, 222567-222689, 222700-222830, 222831-222949, 222950-223117, 223118-223212, 223213-223300, 223301-223316, 223317-223322, 109217-109220, 109160-109216, 109007-109159, 108883-109006	29 3000-09 1 YR
2286	2011	RSH 2011 LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 1/31/2012 BOX 2 092913-093004, 093005-093124, 093125-093229, 093230-093324, 093429-093504, 093505-093600, 093745-093857, 093874-093888, 093511-093541, 093325-093428, 093631-093744, 093601-093630, 093542-093563, 093750-093793, 093822-093849, 108488-108501, 108502-108578, 108606-108673, 108579-108605, 108418-108487, 108674-108746, 108747-108753, 108754-108882, 093858-093873	29 3000-09 1 YR
2287	2011	RSH 2011 LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 2/01/2012 BOX 1 093889-094003, 094005-094063, 094067-094127, 094129-094189, 094190-094320, 094321-094388, 094389-094494, 094495-094620, 094621-094712, 094713-094737, 094739-094823, 094827-094867, 094868-094920, 094924-094951	25 3000-09 1 YR
2288	2011	RSH 2011 LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 2/01/2012 BOX 2 224079-224176, 224177-224292, 224293-224357, 223323-223426, 223427-223543, 223544-223641, 223642-223772, 223773-223841, 223842-223944, 223945-224078, 109246-109333, 109334-109405, 109406-109449	25 3000-09 1 YR
2289	2011	RSH 2011 LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 2/02/2012 BOX 1 109450-109479, 109480-109491, 109492-109665, 109667-109670, 109688, 109712-109722, 109723-109851, 109853-109965, 109966-110078, 094958-095012, 095013-095076, 095077-095128, 1095159-095283, 095284-095367, 095368-095458, 095459-095590, 095591-095678, 095679-095741, 095781-095878, 095879-095968, 097847	25 3000-09 1 YR
2290	2011	RSH 2011 LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 2/02/2012 BOX 2 095969-096063, 095754-095780, 224358-224450, 224451-224583, 224584-224662, 224663-224721, 224722-224826, 224827-224909, 224910-225033, 225034-224100, 225101-225187, 225188-225315, 225316-225475, 225476-225585	25 3000-09 1 YR
2291	2011	RSH 2011 LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 2/03/2012 BOX 1 096065-096106, 096107-096171, 096172-096249, 096250-096364, 096365-096549, 096550-096627, 096653-096684, 096685-096714, 096726-096764, 096783-096848, 096850-096908, 096628-096652, 109233-109245	25 3000-09 1 YR
2292	2011	RSH 2011 LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 2/03/2012 BOX 2 110079-110203, 110204-110367, 110368-110439, 110440-110588, 110589-110664, 225586-225713, 225715-225805, 225806-225858, 225861-225915, 225917-225993, 225994-226174, 226175-226334, 226335-226477, 226478-226592	25 3000-09 1 YR
2293	2011	RSH 2011 LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 2/06/2012 110665-110735, 110736-110856, 110857-110988, 096909-096976, 096977-097060, 097063-097107, 097125-097158, 097168-097218, 097221-097265, 097266-097408, 097409-097410, 226593-226722, 226723-226801, 226802-226833, 226837-226948, 226949-227095, 227097-227188, 227189-227251, 227252-227283, 227284-227322, 227323-227342, 226412	29 3000-09 1 YR
2294	2011	RSH 2011 LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 2/07/2012 097410-097524, 097525-097603, 097604-097721, 097722-097809, 097849-097883, 097885-098035, 098036-098114, 098115-098122, 098123-098167, 098168-098204, 098205-098248, 097827-097838, 097848-097849, 109677-109711, 097839-097845, 109671-109676, 110989-111092, 111094-111167, 111168-111226, 111227-111350, 227343-227475, 227476-227610, 227611-227689, 227700-227780, 227781-227863, 097811-097826, 109498-109500, 109770-109773, 224723-224726	29 3000-09 1 YR
2295	2011	RSH 2011 LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 2/15/2012 111423-111456, 098423-098438, 110670, 111374-111422, 096365-096373, 096684, 096381, 098439-098457, 097270-097302, 098458-098474, 098475-098478, 098436, 098486-098493, 098013, 111457-111497, 098494-098543, 111498-111561-098544-098566, 111562-111564, 098567-098607, 111565-111620, 111670-111680, 111622-111689	29 3000-09 1 YR
2296	2011	RSH 2011 LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 2/15/2012 02/29/2012 111683-111747, 111748-111774, 111774-111820, 111821-111823, 111835, 111775-111819, 098608-098623, 111836-111901, 098624-098656, 111902-111959, 098657-098671, 098722-098680, 111960-112034, 098723-098770, 112029-112033, 098771-098801, 098771-098782, 112030-112124, 112125-112223, 112224-112254, 112225-112228, 098987-098988, 098989-098994, 098995-098998, 098999-099005, 099006-099149, 099228-099273, 099274-099275	29 3000-09 1 YR
2297	2011	RSH 2011 LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 03/01/2012 03/06/2012 112255-112261, 112262-112270, 099427-099464, 099276-099341, 099342-099426, 112387-112380, 112271-112379, 099507-099599, 099600-099644, 112388-112398, 099466-099506, 099714-099764, 112399-112460, 099647-099708, 099709-099773, 099709-099713, 099803-099816, 112461-112521, 099774-099802, 112522-112565, 112566-112634, 099838-099848, 099849-099850, 099851-099853, 112636-112677	29 3000-09 1 YR
2298	2011	RSH 2011 LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 03/09/2012 03/26/2012 112678-112748, 099935-099955, 000060-000064, 000015-000058, 099956-000014, 112841-112847, 112749-112811, 112812-112838, 112839-112840, 112841-112916, 112918-112970, 113020-113032, 112971-113015, 113016-113019, 113033-113082, 113083-113111, 113083-113087, 113152-113153, 113154-113172, 113172-113151, 113173-113207, 113232-113249, 113208-113231, 113308-113336, 113250-113305, 113306-113307, 113337-113397, 113398-113414, 113416-113468, 113473-113496, 113469-113472, 113551-113557, 113497-113550	29 3000-09 1 YR

Updated	5/23/2013			
BOX#	YEAR		DESTRUCTION LIST THRU 06/30/2013	SHELF# RETENTION NUMBER AND YRS TO KEEP IN INVENTORY
			2011 LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 03/27/2012-04/16/2012 113633-113645, 113561-113605, 113606-113632, 113706-113707, 113646-113705, 113706-113750, 113818-113836, 113751-113817, 113837-113906, 113912-113937, 113988-114021, 113977-113988, 228076-228082, 227865-227982, 227983-228055, 114031-114032, 113814-113817, 114023-114030, 114045-114046-114073, 114074-114078, 114079-114096, 114097, 114098-114158, 114142-114197, 114198, 114199-114244, 114245-114250, 114251-114262, 114263-114276, 114277-114307, 114308-114317, 114318-114319, 114320-114324, 114325-114345, 114347-114356, 114356, 228083-228095, 228096-228106, 228096-228097 2011 LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 04/17/2012-11/30/2012 114339, 114339-114353, 114353-114354, 114354-114421, 114421-114422-114424, 114456-114467, 114439-114456, 114457, 114483-114486, 114486-114472, 114487-114493, 114474-114482, 114494-114513, 114537-114554, 114586-114592, 114514-114526, 114528-114534, 114583-114602, 114604, 114610-114622, 114623-114642, 114644-114648, 114643, 114653-114706, 114729-114730, 114707-114724, 114725-114728, 114731-114781, 114783-114789, 114790, 114791-114812, 114813-114830, 114831-114866, 114867-	29 3000-09 1 YR
2299	2011	RSH		
2316	2011	RSH		9 3000-09 1 YR
2321	2011	RSH	2011 33.07 NOTICES WITHOUT FORWARDING ADDRESS 05/21-05/24/2012	9 3000-09 1 YR AFT RTN
2322	2011	RSH	2011 33.07 NOTICES WITHOUT FORWARDING ADDRESS 05/25/12, 05/29-05/31/2012	9 3000-09 1 YR AFT RTN
2332	2007-2009	COL	2007-2009 PROPERTY TRACKING TAPES (DIGIT)	9 1025-27 FE + 3 YRS
			2011 33.11 NOTICE WITH FORWARDING ADDRESS 02/22-02/24/12, 02/27-02/29/12, 03/01-03/02/12, 03/05/12, 03/07/12, 03/12/12, 03/19/12, 03/23/12, 04/20/12, 04/23/12, 05/29/12, 07/16/12 2011 33.11 NOTICE WITHOUT FORWARDING ADDRESS 04/03/12, 04/09/12, 04/11-04/12/12, 04/23/12, 04/30/12, 05/01-05/04/12, 05/07/12, 05/14/12, 05/18/12, 05/23/12, 05/29/12, 06/04/12, 06/11/12, 06/18/12, 06/26/12, 07/11/12, 07/24/12, 07/30/12 2011 33.11 NOTICE LGB & PERDUE TEMPORARILY AWAY 02/22/12, 02/27/12, 03/01-03/02/12, 03/05/12, 03/07/12 2011 33.07 NOTICE TEMPORARILY AWAY 02/27/12, 05/23/12, 05/29/12 2011 FEBRUARY REMINDER TEMPORARILY AWAY 02/27-02/28/12, 03/01-03/02/12, 03/05/12, 03/07-03/08/12, 06/26/12 2011 1ST MAILER TEMPORARILY AWAY 11/14-11/18/12, 11/22/11, 11/28/12, 12/01/11, 12/09/11, 12/19/11, 01/05/12, 01/23/12	6 3000-09 1 YR AFT RTN
2354	2011	RSH		
			2011 33.07 NOTICE WITH FORWARDING ADDRESS 05/21-05/23/12, 05/25/12, 05/29/12, 05/31/12, 06/04/12, 06/06/12, 06/11/12, 06/13/12, 06/22/12 2011 33.07 NOTICE WITHOUT FORWARDING ADDRESS 06/04-06/07/12, 06/11-06/13/12, 06/18-06/20/12, 06/22/12, 06/28/12, 06/29/12, 07/02/12, 07/05-07/06/12, 07/09/12, 07/11/12, 07/16-07/17/12, 07/19/12, 07/23-07/24/12, 07/27/12, 07/30/12, 08/07/12, 08/20/12	6 3000-09 1 YR AFT RTN
2355	2011	RSH		
			2011 TAX RECEIPTS 2/17/12, 2/20/12, 2/22-2/24/12, 2/27-2/29/12, 3/1-3/2/12, 3/5/12, 3/7-3/8/12, 3/12-3/13/12, 3/15-3/16/12, 3/19-3/21/12, 3/23/12, 3/26-3/30/12, 4/2-4/5/12, 4/9-4/12/12, 4/16-4/17/12, 4/20/12, 4/23-4/24/12, 4/26-4/27/12, 5/1/12, 5/4/12, 5/7/12, 5/9-5/11/12, 5/14-5/15/12, 5/17-5/18/12, 5/21/12, 5/24-5/25/12, 5/29-5/30/12, 6/4/12, 6/6/12, 6/11-6/12/12, 6/18/12, 6/20/12, 6/22/12, 6/26/12, 6/29/12, 7/13/12, 7/16-7/17/12, 7/23-7/24/12, 8/1-8/2/12, 8/6/12, 8/9/12, 8/13-8/14/12, 8/16/12, 8/20/12 2011 & BKYS DELINQUENT STATEMENTS 9/20/11 (2010), 3/5/12, 3/12-3/14/12, 3/26-3/30/12, 4/2-4/3/12, 4/9/12, 7/11/12, 4/16-4/18/12, 4/23/12, 5/1/12, 5/4/12, 5/7/12, 5/9/12, 5/21-5/23/12, 5/29/12, 6/11-6/12/12, 6/18-6/19/12, 6/22/12, 6/25-6/26/12, 6/28-6/29/12, 7/2/12, 7/13/12, 7/16/12, 8/8/12 2011 QTR PAY STATEMENT 7/17/12 2011 BATCH STATEMENT 7/16/12 2011 1ST MAILER WITHOUT FORWARDING ADDRESS 4/3/12, 4/27/12, 4/30/12, 5/2/12, 5/4/12, 5/7/12, 5/11/12, 5/14/12, 5/22/12, 6/4/12, 6/6/12, 6/22/12, 6/26/12, 7/2/12, 7/17/12, 7/19-7/20/12, 7/24/12, 8/13/12 2011 1ST MAILER WITH FORWARDING ADDRESS 5/29/12 2010 ORIGINAL TAX STATEMENT 5/2/12 & 7/30/12	6 3000-09 1 YR AFT RTN
2356	2010-2011	RSH		
			2011 LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 5/18/2012-6/15/2012 115182-115177, 115172-115157, 115176-115173, 115189-115189-115183, 115198-115196, 115194-115190, 115100, 115213-115199, 115239-115216, 115215-115214, 115257-115238, 115269-115262, 115261-115258, 115359-115328, 115381-115365, 115364-115360, 115382, 115297-115270, 115327-115316, 115315-115298, 115298, 115400-115393, 115406-115405, 115404-115401, 115469-115438, 115437-115435, 115434-115410, 115408-115407, 115510-115470, 115526-115515, 115514-115511, 115559, 115562-115560, 115568-115527, 115584-115563, 115606-115585, 115625, 115638-115607, 115655-115641, 115640-115639, 000120-000118, 000065-000090, 000125-000122, 000117-000092, 000157-000126, 000164-000158, 115683, 115656, 115677-115661, 115669-115667, 115637, -000168-000165, 000171-000169, 000173-000172, 000188-000174, 000222-000190, 000217-000215, 000216, 115695-115684, 115707-115703, 115702-115696, 000230-000232, 000232-000231, 000234-000233, 000238-000235, 000325-000315, 000307-000306, 000296, 000308, 000305-000307, 000295-000289	10A 3000-09 1 YR
2358	2011	RSH		
2376				
2377				
			ITEMS FOUND IN THE PENT HOUSE IN THE TRAVIS BUILDING:	
			TAX RATE CALCULATION SHEETS 1964-1980	
			PROPERTY TAX ACCT DEPOSIT RECEIPTS 1986-1988	
			HIGHWAY ACCT DEPOSIT RECEIPTS 1986-1988	
			PROPERTY TAX BACKOUT RECORDS 1988	
			CORRESPONDENCE 1985-1988	