

Updated	6/2/2014					
BOX#	YEAR			SHELF#	RETENTION NUMBER AND YRS	DESTRUCTION
					TO KEEP IN INVENTORY	DATE
1132	2002-2003	ADMIN	2002-2003 8010 REFDS (SYSTEM CORR) (REFD CONVERTED FROM UGSA) 12/10/2002 THRU 04/16/2003	1	3000-02 3 YRS AV/ AFTER 10 YRS	12/31/2013
1155	2002	ADMIN	2002 SUPPLEMENT 1,2, & 5-13 BALANCING REPORTS- ADJUSTED HISTORY REPORTS (Supp 3 & 4 were in house supplements at CAD)	16	3000-02 3 YRS AV/ AFTER 10 YRS	12/31/2012
			2003 SUPPLEMENT 1-3 (In house City of Sugar Land only) & 4-5 BALANCING REPORTS & SUPPLEMENT 6 PROCESSED MANUALLY-			
1204	2003	ADMIN	ADJUSTED HISTORY VALUES FROM CAD	16	3000-02 3 YRS AV/ AFTER 10 YRS	12/31/2013
			1985-2003 HISTORIC & ARCHEOLOGICAL EXEMPTION INFO-George Foundation, Caledonian Association (Teage-wadden House, Jo Terry			
1212	1985-2003	ADMIN	(South Main Gardens), Mrs P.J Hendee, Paul Johnson (The Darst Home), Kendleton Heritage Society, Milton R Lane (Trone-Ray-Lane House), Philip Winkelstern (Morton-McCoy House)	29	2975-07 10 YRS AV/ AFTER 10 YRS	12/31/2013
1540	2006	ADMIN	2006 SPECIAL INVENTORY TAX A-BI	4	1025-26A+27 FE+5 YRS	09/30/2012 CONTACT SUPERVISOR
1541	2006	ADMIN	2006 SPECIAL INVENTORY TAX BO-E	4	1025-26A+27 FE+5 YRS	09/30/2012 CONTACT SUPERVISOR
1542	2006	ADMIN	2006 SPECIAL INVENTORY TAX F-H	4	1025-26A+27 FE+5 YRS	09/30/2012 CONTACT SUPERVISOR
1543	2006	ADMIN	2006 SPECIAL INVENTORY TAX J-P	4	1025-26A+27 FE+5 YRS	09/30/2012 CONTACT SUPERVISOR
1544	2006	ADMIN	2006 SPECIAL INVENTORY TAX Q-SP	4	1025-26A+27 FE+5 YRS	09/30/2012 CONTACT SUPERVISOR
1545	2006	ADMIN	2006 SPECIAL INVENTORY TAX ST-Z	4	1025-26A+27 FE+5 YRS	09/30/2012 CONTACT SUPERVISOR
1549	2007	ADMIN	2007 SPECIAL INVENTORY TAX A	4	1025-26A+27 FE+5 YRS	9/30/2013
1550	2007	ADMIN	2007 SPECIAL INVENTORY TAX B-C	4	1025-26A+27 FE+5 YRS	9/30/2013
1551	2007	ADMIN	2007 SPECIAL INVENTORY TAX D-G	4	1025-26A+27 FE+5 YRS	9/30/2013
1552	2007	ADMIN	2007 SPECIAL INVENTORY TAX H-K	4	1025-26A+27 FE+5 YRS	9/30/2013
1553	2007	ADMIN	2007 SPECIAL INVENTORY TAX L-Q	4	1025-26A+27 FE+5 YRS	9/30/2013
1554	2007	ADMIN	2007 SPECIAL INVENTORY TAX R-S	4	1025-26A+27 FE+5 YRS	9/30/2013
1633	2007	COL	2007 INDIVIDUAL/CO TAX STMT REQUESTS	20	3000-12 2 YRS	12/31/2009
1659	2007	ADMIN	2007 10/20 WRITE OFFS (BOX 1 OF 2)	5	1000-26 AV (6 YRS) PER PATSY S	8/1/2013
1689	2007	ADMIN	2007 10/20 WRITE OFFS (BOX 2 OF 2)	5	1000-26 AV (6 YRS) PER PATSY S	8/1/2013
1837	2002	ADMIN	2002 FORT BEND MUD #41 POSTED TAX ROLL AS OF 06/24/2003 & 2002 CINCO MUD #9 POSTED TAX ROLL AS OF 09/09/2003	28	3000-18 10 YRS	12/31/2013
1878	2007-2008	ADMIN	2007-2008 ENTITY JURISDICTION FOLDERS JULY 2007-JULY 2008	29	1000-26 5 YRS	7/31/2013
						s/b 9/30/2011 shows
1886	2007-2008	ADMIN	2007-2008 LINE ITEM FOLDERS 10/01/2007-09/30/2008 (See list in box for details)	7	1025-26 FE + 3 YRS(must keep for 6 yrs)	9/30/2013
1917	2008	ADMIN	2008 HCAD CERTIFIED SUPL #1-8	6	3000-02 3 YRS	12/31/2013 CONTACT SUPERVISOR
1918	2008	ADMIN	2008 FBCAD SUPL #19-25 & HCAD SUPL #9-12	6	3000-02 3 YRS	12/31/2013 CONTACT SUPERVISOR
1919	2008	ADMIN	2008 FBCAD SUPL #1-8	6	3000-02 3 YRS	12/31/2013 CONTACT SUPERVISOR
1920	2008	ADMIN	2008 FBCAD CERTIFIED SUPL #9-18 & PID #2 SUPL	6	3000-02 3 YRS	12/31/2013 CONTACT SUPERVISOR
1921	2008	ADMIN	2008 ETR: ENTITY FOLDERS, TAX RATES, TOTALS, CAD INFO REQUESTED, MISCELLANEOUS (Completed)	8	3000-15 3 YRS	12/31/2013 CONTACT SUPERVISOR

Updated	6/2/2014					
BOX#	YEAR			SHELF#	RETENTION NUMBER AND YRS TO KEEP IN INVENTORY	DESTRUCTION DATE
1982	2008 & 2009	RSH	2008 & 2009 SUPPLEMENT PROCESSING FOLDERS 2008 HCAD BATCH 13-15, 2008 FBCAD SUPPLEMENTS 24-32 & 2009 HCAD BATCH 2-4, 2009 FBCAD SUPPLEMENTS 2-7	11	3000-2 3 YRS	s/b 12/31/2012 shows 12/31/2013
2051	2010-PRIOR	RSH	2010-PRIOR PAID ROLLBACK FILES 0003-00-000-0600-901 TO 0189-00-001-0000-914	6	3000-16 FE + 3 YRS	9/30/2013
2052	2010-PRIOR	RSH	2010-PRIOR PAID ROLLBACK FILES 0218-00-000-1891-906 TO 9409-01-002-0080-906	6	3000-16 FE + 3 YRS	9/30/2013
2056	2009-FE 2010	COL	2009-FE 2010 LOCKBOX BUNDLE LISTING REPORTS 01/1/2009-09/30/2009 & 10/1/2009-09/30/2010	12	1025-27 FE + 3 YRS	9/30/2013
2058	2009-PRIOR	RSH	09/30/2010-PRIOR WAIVER FILES A-Z	3	3000-16 FE + 3 YRS	9/30/2013
2060	2008-2009	RSH	2008-2009 MOBILE HOME MONTHLY TITLING REPORT	Yolanda's office	2975-10 4 YRS	12/31/2013
2062	2009-2010	COL	2009-2010 TRACKING TAPES (WRITTEN) OCTOBER 1, 2009-SEPTEMBER 30, 2010	10	1025-27 FE + 3 YRS	9/30/2013
2139	2010 & PRIOR	RSH	2006-2010 TIME OFF REQUEST FORMS; INTERNET REQUEST; LOCKBOX REPORT JANUARY 1, 2006 THROUGH SEPTMEBER 30, 2010	4	1050-54 FE+3 YRS	9/30/2013
2155	2008	RSH	2008 SUPPLEMENT PROCESSING FOLDERS, 2008 HCAD BATCH 10-33 & 2008 FBCAD SUPPLEMENTS 33-42	10	3000-2 3 YRS AV	12/31/2013 CONTACT SUPERVISOR
2156	2009	RSH	2009 SUPPLEMENT PROCESSING FOLDERS, 2009 HCAD BATCH 13-21 & 2009 FBCAD SUPPLEMENTS 17-28	10	3000-2 3 YRS AV	12/31/2013 but shows CONTACT SUPERVISOR
2159	2008-2010	COLL	2008-2010 WINE & BEER TEMPORARY RECEIPTS JANUARY & AUGUST 2008, JANUARY 1, 2009-DECEMBER 31, 2009 & JANUARY 1, 2010-SEPTEMBER 31, 2010/ 2009-2010 LIQUOR RECEIPTS OCTOBER 1, 2009-SEPTEMBER 31, 2010	10	3050-02 FE + 3 YRS	9/30/2013
2193	2010	RSH	2010 PLAN BALANCES PR 1 THRU 26, JANUARY 1, 2010 THRU DECEMBER 31, 2010	26	1050-54 FE + 2 YRS	12/31/2013
2300	2006-2009	RSH	w/ Audit- 2008 & 2009 NAME/ADDRESS RTN MAIL-2008 Nov N/A #10 (1/2/09, 1/5-1/9/09, 1/12/09, 1/15/09, 1/20-1/21/09, 2/9/09 & 3/9/09; 2008 Dec N/A #11 (1/20-1/23/09, 1/23/09, 1/26/09, 3/6/09 & 3/16/09; 2009 Jan N/A #1 (2/9/09, 2/11-2/13/09, 2/17-2/19/09, 2/23/09, 3/2/09 & 3/11/09; 2009 Feb N/A #2 (3/16-3/18/09, 3/20/09, 3/23/09, 3/26/09, 3/30/09, 4/9/09, 5/20/09 & 6/22/09; 2009 Mar N/A #3 (4/6/09, 4/8-4/9/09, 4/13/09, 4/20/09, 5/14/09 & 8/24/09); 2009 Apr N/A #4 (5/26-5/29/09, 6/1/09, 6/3-6/4/09, 6/8/09, 6/10/09, 7/1-7/2/09, 7/6/09, 7/14/09 & 10/5/09); 2009 May N/A #5 (6/19/09, 6/22/09, 6/25/09, 6/29/09 & 7/11/09); 2009 June N/A #6 (7/21/09, 7/23/09 & 7/27/09); 2009 July N/A #7 (8/10/09, 8/12-8/14/09, 8/17/09, 8/20/09, 8/24/09, 9/1/09, 9/8/09 & 9/14/09); 2009 Sept N/A #9 (11/23-11/25/09, 11/30/09, 12/2/09, 12/4/09, 12/7-12/8/09 & 12/21/09); 2009 Nov N/A #11 (12/14-12/17/09, 12/22-12/23/09, 12/28/09 & 12/31/09)	24	3000-02 3 YEARS AV	s/b 12/31/2012 CONTACT SUPERVISOR but shows 1/31/2013
2301	2007-2009	RSH	3/5/09 & 3/12/09); 2007 Supl #34 (3/27/09); 2007 Supl #35 (5/11/09 & 5/27/09); 2007 Supl #37 (6/5/09 & 6/30/09); 2007 Supl #39 (7/13/09); 2007 Supl #42 (10/19/09); 2008 Supl #11 (1/2/09, 1/5-1/6/09, 1/12/09 & 1/26/09); 2008 Supl #12 1/12/09, 1/14-1/15/09, 1/26/09, 1/28/09 & 2/17/09; 2008 Supl #13 1/27-1/28/09, 2/9-2/10/12, 02/12/09 & 3/30/09; 2008 Supl #14 (2/2-2/5/09 & 2/9/09); 2008 Supl #15 (2/9/09, 2/11-2/13/09, 2/17/09, 2/26/09 & 3/6/09); 2008 Supl #16 (2/23-2/24/09, 2/26-2/27/09, 3/2/09 & 4/6/09); 2008 Supl #17 (3/9/09, 3/13/09, 3/16/09, 3/19/09 & 3/26/09); 2008 Supl #18 3/30/09 & 4/6/09); 2008 Supl #19 (5/18/09 & 5/26/09); 2008 Supl #20 (5/28/09); 2008 Supl #21 (6/8/09 & 6/22/09); 2008 Supl #22 (6/26/09); 2008 Supl #23 (7/14/09, 7/16-7/17/09, 7/21/09 & 7/27/09); 2008 Supl #25 (9/28/09); 2008 Supl #26 (10/19/09); 2008 Supl #27 (11/2/09); 2008 Supl #29 (12/7-12/8/12, 12/14/09 & 12/21/09); 2008 Supl #30 (12/21/09 & 12/28/09); 2008 Corrected 22.07 Stmt (6/3/09, 06/5/09 & 6/8/09); 2008 Amended Tax Stmt (1/15/09, 2/19-2/20/09, 3/9/09, 3/25/09, 8/17/09 & 9/21/09); 2009 Corrected Tax Stmt (Rendition Penalty) (12/14/09, 12/16-12/17/09, 12/21-12/22/09 & 12/28/09); 2009 Corrected Tax Stmt (%) (12/4/09, 12/8/09, 12/10/09 & 12/14/09)	24	3000-02 3 YRS AV	s/b 12/31/2012 CONTACT SUPERVISOR but shows 1/31/2013
2313	2008-2010	RSH	2008-2010 SUPPLEMENT PROCESSING FOLDERS-2008 HCAD SUPPLEMENT 34-44, 2009 HCAD SUPPLEMENT 22-31 & 2010 HCAD SUPPLEMENT 2-20	18	3000-02 3 YRS AV	12/31/2013 CONTACT SUPERVISOR
2314	2008-2010	RSH	2008-2010 SUPPLEMENT PROCESSING FOLDERS-2008 FBCAD SUPPLEMENT 34-44, 2009 FBCAD SUPPLEMENT 29-41 & 2010 FBCAD SUPPLEMENT 18-25	18	3000-02 3 YRS AV	12/31/2013 CONTACT SUPERVISOR
2317	2010	RSH	JULY 2010 THRU AUGUST 2010 SUPPLEMENT FOLDERS/ 2009 FBCAD SUPPLEMENT 14-16/ 2009 HCAD SUPPLEMENT 10-11, SYSTEM CORRECTIONS & BACK YEARS	9	3000-02 3 YRS AV	12/31/2013 CONTACT SUPERVISOR
2318	2005-2010	RSH	2010 SEPTEMBER BACK YEAR SUPPLEMENT & SYSTEM CORRECTION FOLDERS/ 2009 OMITTED FRESHWATER SUPPLY #1/ 2005-2009 W25 REMOVAL BACK-UP	9	3000-02 3 YRS AV	12/31/2013 CONTACT SUPERVISOR
2319	2010	RSH	2010 OCTOBER BACK YEAR SUPPLEMENT & SYSTEM CORRECTION FOLDERS	9	3000-02 3 YRS AV	12/31/2013 CONTACT SUPERVISOR
2320	2010	RSH	2010 NOVEMBER & DECEMBER BACK YEAR SUPPLEMENT & SYSTEM CORRECTION FOLDERS & FREEZE CORRECTIONS	9	3000-02 3 YRS AV	12/31/2013 CONTACT SUPERVISOR
2323	2006-2010	RSH	SYSTEM CORRECTION FOLDERS 01/03/2011-02/28/2011- 2008-2009 Add back from Uncollectible Roll; 2006 Supl #72-73; 2007 Supl #64-65; 2008 Supl #48-49; 2009 Supl #24-25; 2010 Supl #8-9; 2010 Owner Corrections; 2010 Apportioned Acct Corrections; 2010 NSF Removals; 2010 Freeze Corrections; 2008-2010 Lawsuit Corrections (FB); 2009-2010 HCAD Lawsuit Corrections; 2009 HCAD Supl #17; 2010 HCAD Batch #4-5	9	3000-02 3 YRS	2/28/2014

Updated	6/2/2014					
BOX#	YEAR			SHELF#	RETENTION NUMBER AND YRS TO KEEP IN INVENTORY	DESTRUCTION DATE
2324	2006-2010	RSH	SYSTEM CORRECTION FOLDERS 03/01/2011-03/22/2011- 2006 Supl #73-74; 2007 Supl #85-86; 2008 Supl #49-51; 2009 Supl #25-27; 2010 Supl #8-10; 2010 NSF Removals; 2008-2010 Lawsuit Corrections (FB); HCAD-2008 Supl #30; 2009 Supl #18; 2010 Supl #6	9	3000-02 3 YRS	3/21/2014
2325	1982, 1984-1988, 2005-2010	RSH	SYSTEM CORRECTION FOLDERS 03/22/2011-05/31/2011- 2005 Hard Copy Change; 2006 Supl #75-76; 2007 Supl #67-68; 2008 Supl #50-52; 2009 Supl #26-28; 2010 Supl #8-12; 2009-2010 NSF Removals; 1982, 1984-1988 Add Back Levy from Uncollectible Roll; 2010 Apportioned Corrections; 2007-2010 Freeze Corrections; 2008-2010 Lawsuit Corrections (FB); HCAD-2009 Batch #19-20; 2010 HCAD Batch #7-8	9	3000-02 3 YRS	5/31/2014
2328	2011	COL	2011 MISCELLANEOUS LETTERS JAN 2011-DEC 2011 (A-L)	9	3000-12 2 YRS	12/31/2013
2329	2011	COL	2011 MISCELLANEOUS LETTERS JAN 2011-DEC 2011 (M-Z)	9	3000-12 2 YRS	12/31/2013
2333	2009-2010	COL	2009-2010 PROPERTY TRACKING TAPES (DIGIT)	9	1025-27 FE + 3 YRS	9/30/2013
2334	2011	COL	2011 FAXES 1/1/2011-12/31/2011	9	3000-12 2 YRS	12/31/2013
2335	2011	COL	2011 DUPLICATE PAYMENT LETTERS (A-Z) 01/01/2011-07/31/2011	9	3000-12 2 YRS	7/31/2013
2336	2011	COL	2011 DUPLICATE PAYMENT LETTERS (A-Z) 08/01/2011-12/31/2011	9	3000-12 2 YRS	12/31/2013
2337	2011	COL	2011 GENERAL CORRESPONDENCE (A-M) 08/2011-12/2011	14	3000-12 2 YRS	12/31/2013
2338	2011	COL	2011 GENERAL CORRESPONDENCE (N-Z) 08/2011-12/2011	14	3000-12 2 YRS	12/31/2013
2343	2011	COL	2011 MORTGAGE/INDIVIDUAL STATEMENT REQUEST BACKUP	16	3000-12 2 YRS	12/31/2013
2344	2011	COL	2011 GENERAL CORRESPONDENCE A-Z JANUARY 1, 2011-JULY 31, 2011	16	3000-12 2 YRS	12/31/2013
2353	2011	RSH	2011 FEBRUARY REMINDER WITHOUT FORWARDING ADDRESS 03/01/12, 03/06-03/09/12, 03/12-03/16/12, 03/19-03/21/12, 03/23/12, 03/26-03/19/12, 04/02-04/04/12, 04/09-04/11/12, 04/13/12, 04/16-04/17/12, 04/23-04/24/12, 04/26-04/27/12, 05/02/12, 05/07/12, 05/09-05/11/12, 05/14/12, 05/21/12, 05/23/12, 05/25/12, 06/04/12, 06/12/12, 06/18/12, 06/22/12, 06/26/12, 07/06/12, 07/17/12 & 07/19/12 2011 FEBRUARY REMINDER WITH FORWARDING ADDRESS 02/27/12, 02/29/12, 03/01/012, 03/05-03/08/12, 03/12-03/13/12, 03/15/12, 03/19/12, 03/27/12, 04/02/12, 04/05/12, 04/11-04/12/12, 04/23/12, 04/26/12	6	3000-09 1 YR AFT RTN	7/19/2013
2354	2011	RSH	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, 05/31/12, 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, 05/21/12, 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	7/30/2013
2355	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, 06/26/12, 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	8/20/2013
2356	2010-2011	RSH	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, 5/17/12, 5/21-5/23/12, 5/25/12, 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, 8/6/12, 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	8/20/2013
2357	2008-2009	ADMIN	2008-2009 LINE ITEM FOLDERS 10/01/2008-09/30/2009 (SEE LIST IN BOX FOR DETAILS)	13	1025-26 FE + 3 YRS	9/30/2013
2359	2011	RSH	2011 LOCKBOX ENVELOPES SORTED BY NUMBER STAMP 01/01/2012-12/31/2012 000326-000326, 000336-000329, 000336-000331, 000344-000350, 000346-000345, 000348-000347, 000360-000349, 000383-000361, 000386-000384, 000387-000435, 000467-000472, 000473-000475, 000461-000466, 000436-000460, 000476-000498, 000499-000505, 000506-000529, 000530-000543, 000544-000551, 000552-000577, 000578-000607, 000608, 000609-000610, 000611, 000612, 000613-000618, 000619-000646, 000647-000648, 115826-115790, 115784-115780, 115789-115785, 115779, 115750-115757, 115735-115748, 115708-115733, 115760-115778, 115758-115759, 115734, 115846-115842, 115841, 115840-115827, 115848-115849, 115850-115856, 000650, 115858-115871, 000650, 115858-115871, 000653-000659, 115847, 000660-000684, 115872-115876, 115877-115885, 115886-115903, 115904-115911, 115919-115921, 115912-115918, 115922-115938, 115948, 115939-115947, 115949, 125974-125961,115959, 125960, 125960, 125994-125975, 125996-125995, 126006-125998, 125997, 126010-126007, 126022-126013, 115958-115955, 115954-115950, 126039-126026, 126024-126023, 126025	30	3000-09 1 YR	7/25/2013
2363	2011-PRIOR	RSH	2011 TAX CERTIFICATE DEPOSIT PROOF SUMMARIES 1/1/2011-12/31/2011, 2011 VOIDED TAX CERTIFICATES 1/1/2011-12/31/2011, 2011-PRIOR TAX CERTIFICATE CHARGE VOIDS 1/1/2011-12/31/2011	14	3000-10 2 YRS	12/31/2013

Updated	6/2/2014						
BOX#	YEAR				SHELF#	RETENTION NUMBER AND YRS	DESTRUCTION
						TO KEEP IN INVENTORY	DATE
				1/14/10, 1/19/10 & 2/22/10, 2009 DEC NA #12-1/13/10, 1/15/10, 1/19/10, 1/22/10, 1/26/10, 1,28/10, 2/1/10, 2/3/10, 2/11/10, 2/16/10 & 4/7/10, 2009 HCAD NA Batch 3-1/12/10, 2009 Correct Stmt (%) 3/16/10, 2009 Corrected Stmt (Rendition Pen)-1/8/10, 1/11-1/12/10, 1/27/10, 2/1/10, 2/16/10 & 2/22/10, 2009 HCAD NA Chg 4-2/28/10, 2010(2009) JAN NA #1-2/17-2/19/10, 2/22/10, 2/24/10, 3/1/10, 3/3/10, 3/5/10, 3/8/10 & 4/8/10, 2009 HCAD NA #5-4/10/10, 2010 (2009) FEB NA #2-3/8/10, 3/10-3/12/10, 3/15-3/16/10, 3/18/10, 3/29/10, 4/13/10 & 9/20/10, 2010 (2009) MAR NA #3-4/13-4/16/10, 4/16/10 & 4/26/10, 2009 HCAD NA #7-5/14/10, 2010 (2009) APR NA #4-5/14/10, 5/17-5/21/10, 5/24-5/26/10, 5/28/10, 6/1/10, 6/7/10, 6/14-6/15/10, 6/28/10,07/1/10 & 9/22/10, 2010 (2009) MAY NA-6/8-6/11/10, 6/14-6/16/10, 6/21/10 & 7/1/10, 2010 (2009) JUNE NA #6-7/21-7/22/10 & 7/26/10, 2010 (2009) JULY NA #7-8/9/10, 8/11/10, 8/16/10 & 8/23/10, 2010 AUG/SEPT NA #9-11/5/10, 11/8/10, 11/10/10, 11/15/10, 11/29/10, 12/9-12/10/10 & 12/27/10, 2010 OCT NA #10-11/10/10, 11/12/10, 11/15/10, 11/18-11/19/10, 11/22/10, 11/24/10, 11/29-11/30/10, 12/8/10 &12/16/10, 2010 CORRECTED STMT-11/30/10, 2010 NOV NA #11-12/13-12/17/10, 12/20-12/22/10 & 12/27/10, 2008 & 2009 SUPL RETURNED MAIL-2008 HCAD Supl #2, 4-6, 8, 10 & 13, 2009 HCAD Supl #2-4, 2008 FBC Supl #30-33, 36-41, 2009 FBC Supl #3, 5-16, 18, 20 & 22			
2397	2008 & 2010	RSH			29	3000-02 3 YEARS AV	12/31/2013
				2006-2012 MISCELLANEOUS YEARS & TYPES OF RETURN MAIL-2006 1ST MAILER 10/9/12, 2009 33.07 NOTICE 10/18/12, 2010 1ST MAILER 9/7/12, 2011 1ST MAILER 9/4/12, 9/13/12, 9/27/12, 10/16/12 &11/29/12, 2011 TAX REMINDER NOTICE 8/23/12, 9/14/12 & 10/24/12, 2211 33.11 DELINQUENT NOTICE 9/14/12, 10/9/12, 10/16/12 & 10/22/12, 2011 33.07 NOTICE 8/23/12, 8/28/12, 9/4/12, 9/13/12, 10/1/12, 10/8/12, 10/16/12, 10/30/12 & 11/15/12, 2011 RECEIPTS 8/27-8/28/12, 9/4/12, 9/12/12, 9/17-9/18/12, 9/20/12, 9/24-9/25/12, 9/27/12, 10/1/12, 10/9-10/10/12, 10/16/12, 10/23/12, 10/25/12, 10/29-10/30/12, 11/5/12, 11/15/12, 11/29/12 & 12/3/12, 2012 1ST MAILER TEMPORARILY AWAY 11/19/12, 11/26-11/30/12, 12/3/12, 12/7/12, 12/10/12, 12/17-12/18/12, 1/11/13, 1/16/13, 2/26-2/28/13, 3/5/13 & 3/11/13, 2012 REMINDER NOTICES TEMPORARILY AWAY 3/11/13			
2399	2006-2012	RSH			29	3000-09 1 YR AFT RTN	4/11/2014
2400	2012	RSH		2012 1ST MAILER WITH FORWARDING ADDRESS 11/16/12, 11/19/12, 11/21/12, 11/26-11/29/12	29	3000-09 1 YR AFT RTN	11/29/2013
2401	2012	RSH		2012 1ST MAILER WITHOUT FORWARDING ADDRESS 11/19/12, 11/21/2012, 11/26-11/30/12, 12/03/12	29	3000-09 1 YR AFT RTN	12/3/2013
2402	2012	RSH		2012 1ST MAILER WITH FORWARDING ADDRESS 11/30/12 & 12/3/12	29	3000-09 1 YR AFT RTN	12/3/2013
2403	2012	RSH		2012 1ST MAILER WITHOUT FORWARDING ADDRESS 12/3-12/7/12	29	3000-09 1 YR AFT RTN	12/7/2013
2404	2012	RSH		2012 1ST MAILER WITH FORWARDING ADDRESS 12/3-12/7/12 & 12/10/12	29	3000-09 1 YR AFT RTN	12/10/2013
2405	2012	RSH		2012 1ST MAILER WITHOUT FORWARDING ADDRESS 12/4-12/5/12, 12/7/12 & 12/10-12/13/12	29	3000-09 1 YR AFT RTN	12/13/2013
2406	2012	RSH		2012 1ST MAILER WITH & WITHOUT FORWARDING ADDRESS 12/7/12, 12/13-12/14/12, 12/14-12/19/12, 12/21/12, 12/26/12 & 12/31/12	29	3000-09 1 YR AFT RTN	12/31/2013
				2011 & 2012 1ST MAILERS & 2012 REMINDER NOTICES WITH & WITHOUT FORWARDING ADDRESS: 2011 1ST MAIL 2/1/13; 2012 1ST MAIL 1/2-1/4/13, 1/7-1/9/13, 1/11/13, 1/14-1/18/13, 1/22-1/25/13, 1/28/13, 1/30-1/31/13, 2/1/13, 2/4-2/5/13, 2/7/13, 2/12-2/13/13, 2/15/13, 2/18-2/19/13, 2/21-2/22/13, 2/25/13, 3/4/13; 2012 REMINDER NOTICES 3/1/13 & 3/4/13			
2407	2012	RSH		2012 1ST MAILER WITH & WITHOUT FORWARDING ADDRESS 3/5-3/8/13, 3/11-3/13/13, 3/15/13, 3/18-3/22/13, 3/25-3/27/13, 4/1-4/2/13, 4/9-4/10/13, 4/15-4/16/13, 4/24/13, 4/30/13, 5/7/13, 5/9/13, 5/13-5/14/13	29	3000-09 1 YR AFT RTN	3/4/2014
2408	2012	RSH		2012 1ST MAILER WITH & WITHOUT FORWARDING ADDRESS 12/3/12, 12/13-12/14/12, 12/19/12, 12/21/12, 12/26/12 & 12/31/12	28	3000-09 1 YR AFT RTN	5/14/2014
2409	2012	RSH		2012 RECEIPTS WITH & WITHOUT FORWARDING ADDRESS 12/3/12, 12/7/12, 12/10/12, 12/12-12/14/12, 12/17-12/19/12, 12/21/12, 12/26-12/28/12, 1/2-1/4/13, 1/7-1/9/13, 1/11/13, 1/14-1/18/13, 1/20/13, 1/22-1/25/13, 1/28-1/31/13, 2/1/13	28	3000-09 1 YR AFT RTN	12/31/2013
2410	2012	RSH		2012 RECEIPTS WITH & WITHOUT FORWARDING ADDRESS 2/1/13, 2/4-2/8/13, 2/11/13, 2/13-2/15/13, 2/18-2/22/13, 2/25-2/28/13	28	3000-09 1 YR AFT RTN	2/1/2014
2411	2012	RSH		2012 33.11 NOTICES WITH & WITHOUT FORWARDING ADDRESS 2/12/13, 2/26-2/28/13, 3/4-3/7/13, 3/11/13, 3/19-3/22/13, 3/25-3/27/13, 4/1-4/3/13, 4/8/13, 4/12/13, 4/15-4/17/2013, 4/22/13, 4/24/13, 4/26/13, 4/29/13, 5/2-5/3/13, 5/7/13, 5/9/13, 5/14/13	28	3000-09 1 YR AFT RTN	2/28/2014
2412	2012	RSH		2012 REMINDERS WITH & WITHOUT FORWARDING ADDRESS 2/25-2/28/13, 3/6-3/7/13, 3/11/13, 3/26/13, 4/1-4/3/13, 4/5/13, 4/9-4/10/13, 4/15-4/16/13, 4/18/13, 4/20/13, 4/22/13, 4/26/13, 4/30/13, 5/2-5/3/13, 5/6-5/7/13, 5/9/13, 5/13/13, 5/17/13	28	3000-09 1 YR AFT RTN	5/14/2014
2413	2012	RSH		2012 RECEIPTS WITH & WITHOUT FORWARDING ADDRESS 3/4/13, 3/11/13, 3/13-3/15/13, 3/18-3/22/13, 3/25-3/28/13, 4/1-4/5/13, 4/8-4/12/13, 4/15-4/19/13, 4/22/13, 4/24/13, 4/26/13, 4/29-4/30/13, 5/2-5/3/13, 5/6-5/7/13, 5/10/13, 5/14/13, 5/17/13, 5/20/13	28	3000-09 1 YR AFT RTN	5/17/2014
2414	2012	RSH					5/20/2014
				126056, 126070-126067, 126084-126081, 126098-126085, 126145-126120, 126107-126099, 126119-126108, 126157-126156, 126155-126146, 126187-126185, 126184, 126183-126158, 126193-126188, 126199-126196, 126195-126194, 126214-126202, 126200-126201, 126235-126221, 126219-126215, 126220, 126240-126236, 126253-126241,126262, 126261-126254, 126272-126263, 126273, 126274, 126278-126275, 000685, 126279-126280, 126281, 000686-000688, 126282-126283, 000690-000689, 126298-126284, 126304-126299, 000697-000691, 000698, 000700-000699, 000711-000701, 126322-126305, 126300-126328, 126325-126323, 126327-126326, 000718-000712,126341-126331, 126351-126342, 126352-126354, 126355, 126356-126363, 126404-126639, 126397, 126374-126364, 126375, 126376-126378, 126379-126396, 126405-126410, 126412-126414, 126411,000719-000722, 126415-126418, 126419-126423, 126424-126425, 126426-126427, 000723-000725, 126430-126428, 126431-126432, 126434-126438, 126439-126441, 126442-126443, 126444-126445, 126446-126449, 126450-126461, 126462-126463, 126464-126466, 126468-126477, 126478-126482, 000726-000734, 000735-000736, 000737-000739, 126483, 126484, 126485-126492, 126493-126495, 126493-126495, 126496-126498, 126499, 126500-126508, 126510-126511, 126514-126516, 126518-126520, 126517, 126521-126522, 126523, 126524, 126525-126532, 126533-126537, 126538-126541, 126542-126543, 126544-126555, 126556-126568, 126570-126574, 126575, 126578, 126576, 126579-126580, 126585-126581, 000740, 000744-000747, 000741-000742, 000743, 126587-126586, 126590-126588, 126591, 126592,126594-126601, 126602-126604, 228111-228133, 126605-126627, 126633-126645, 126628-126632, 126686-126695, 126684-126646, 126685	23	3000-09 1 YR	11/20/2013
				2011 LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 11/21/2012-11/29/2012 127088-126896, 001007-000938, 000858-000817, 000937-000859, 000815-000748, 228358-228134, 127105-127090,126858-126843, 126842-126696, 126895-126859, 001149-001079, 228505-228425, 228602-228508, 228424-228386, 001078-001018, 001015-001008			
2416	2011	RSH			23	3000-09 1 YR	11/26/2013
				2011 LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 11/27/2012-11/28/2012 228914-228603, 001498-001150, 127139-127106, 127551-127532, 127518-127140, 127531-127519, 127856-127805, 001539-001499, 127671-127555, 001720-001675, 001617-001540, 229040-228915, 001674-1618			
2417	2011	RSH			23	3000-09 1 YR	11/28/2013
				2011 LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 11/28/2012-11/29/2012 127705-127672, 229354-229041, 127804-127750, 127907-127857, 127749-127707, 002006-001721, 128116-127909, 229850-229355			
2418	2011	RSH			23	3000-09 1 YR	11/29/2013

Updated	6/2/2014						
BOX#	YEAR				SHELF#	RETENTION NUMBER AND YRS	DESTRUCTION
						TO KEEP IN INVENTORY	DATE
2419	2011	RSH	2011 LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 11/29/2012 128206-128117, 128306-128207, 128404-128307, 002257-002007, 230353-230340, 002327-002308, 230334-230297, 230294-230291, 230266-229852, 002307-002284, 230339-230335		23	3000-09 1 YR	11/29/2013
2420	2012	RSH	2012 LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 12/03/2012 230520-230254, 230917-230884, 002695-002643, 230882-230874, 002642-002328, 231878-231842, 230873-230664, 230942-230918		23	3000-09 1 YR	12/3/2013
2421	2012	RSH	2012 LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 12/04/2012 231422-230943, 003017-002696, 128574-128490, 128489-128405, 128726-128645, 128644-128575		23	3000-09 1 YR	12/4/2013
2422	2012	RSH	2012 LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 12/05/2012 129044-129004, 129002-128727, 231841-231423, 003491-003018, 129223-129142, 129141-129048		23	3000-09 1 YR	12/5/2013
2423	2012	RSH	2012 LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 12/06/2012 129444-129324, 129501-129445, 232396-232205, 232090, 231879, 232204-232091, 003874-003855, 003845-003492, 129323-129224, 129549-129465, 129575-129550		23	3000-09 1 YR	12/6/2013
2424	2012	RSH	2012 LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 12/07/2012 004182-004055, 129947-129926, 004054-003875, 129925-129816, 232542-232397, 129763-129624, 232636-232543, 129815-129764, 232738-232637, 130142-130051, 130050-129948		23	3000-09 1 YR	12/7/2013
2425	2012	RSH	2012 LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 12/10/2012 130246-130232, 130231-130143, 233419-233142, 133141-232851, 004399-004183, 130323-130247		23	3000-09 1 YR	12/10/2013
2426	2012	RSH	2012 LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 12/11/2012 130825-130732, 130731-130662, 233739-233626, 233928-233740, 004633-004400, 233625-233420, 130642-130324, 130661-130643		27	3000-09 1 YR	12/11/2013
2427	2012	RSH	2012 LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 12/12/2012 130967-130826, 234496-234117, 234115-233929, 004895-004634, 131035-130968, 131229-131152, 131097-131037, 131151-131098		27	3000-09 1 YR	12/12/2013
2428	2012	RSH	2012 LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 12/13/2012 131432-131399, 005236-004896, 235082-234766, 131396-131320, 234765-234497, 131587-131397		27	3000-09 1 YR	12/13/2013
2429	2012	RSH	2012 LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 12/14/2012 235485-235168, 131933-131767, 131948-131934, 235165-235083, 005353-005239, 005488-005356, 131657-131588, 131766-131659, 132120-132072, 132027-131949, 132070-132030		27	3000-09 1 YR	12/14/2013
2430	2012	RSH	2012 LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 12/17/2012 132265-132238, 132287-132121, 005664-005409, 235841-235486, 132400-132266		27	3000-09 1 YR	12/17/2013
2431	2012	RSH	2012 LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 12/18/2012 005899-005665, 006207-005900, 132533-132670, 132669-132534, 132507-132400, 132867-132701, 235978-235842, 236337-235980		27	3000-09 1 YR	12/18/2013
2432	2012	RSH	2012 LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 12/19/2012 133024-132962, 006683-006208, 236831-236338, 133125-133025, 132960-132870, 133280-133126		27	3000-09 1 YR	12/19/2013
2433	2012	RSH	2012 LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 12/20/2012 133533, 133534, 133711-133535, 133532-133281, 007001-006684, 133880-133810, 237355-236832, 133809-133732, 133731-133712		27	3000-09 1 YR	12/20/2013
2434	2012	RSH	2012 LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 12/21/2012 134481-134340, 237619-237356, 134332-133881, 007275-007002, 134339-134482, 134566-134501, 134694-134567		27	3000-09 1 YR	12/21/2013
2435	2012	RSH	2012 LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 12/24/2012 007512-007216, 135099-134918, 237834-237600, 134914-134695, 135290-135169, 237956-237952, 007794-007617, 007616-007513, 134917-134915, 135168-135100		27	3000-09 1 YR	12/24/2013
2436	2012	RSH	2012 LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 12/26/2012 135414-135291, 238200-238053, 238042, 007912-007795, 238202-238591		27	3000-09 1 YR	12/26/2013
2437	2012	RSH	2012 LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 12/27/2012 135792-135783, 135837-135793, 135987-135893, 239293-239070, 135892-135838, 238914-238592, 239068-238915, 135782-135415, 008527-007913, BLANK ONE, 239069		27	3000-09 1 YR	12/27/2013
2438	2012	RSH	2012 LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 12/28/2012 136874-136766, 136653-136579, 009091-009000, 009168-009092, 136976-136876, 239661-239537, 136512-136337, 136531-136513, 009183-009169, 136578-136523, 136336-136197, 008854-008759, 239947-239830, 239829-239662, 239536-239294, 136009-136169, 008999-008855, 136008-135988, 136765-136654, 008758-008617, 008616-008528		23	3000-09 1 YR	12/28/2013
2449	2012	RSH	2012 LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 12/31/2012 BOX 1 OF 2-2 BLANKS, 240474-240388, 240733-240479, 009567-009356, 009353-009184, 240387-240058, 240057-239948, 137135-137251, 137349-137252, 137472-137440, 137489		25	3000-09 1 YR	12/31/2013
2450	2012	RSH	2012 LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 12/31/2012 BOX 2 OF 2-137614-137561, 137752-137694, 137439-137436, 137513-137490, 137088-136977, 137129-137089, 009695-009575, 137134-137130, 137488-137481, 137480-137473, 137560-137514, 137805-137771, 137770-137753, 137693-137615		25	3000-09 1 YR	12/31/2013
2451	2012	RSH	2012 LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 1/2/2013 BOX 1 OF 2 138468, 010388-010172, 241860-241710, 137178-138014, 138494-138469, 241518-241060, 138624-138495, 241867-241862, 240804-240734, 240836-240806		25	3000-09 1 YR	1/2/2014
2452	2012	RSH	2012 LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 1/2/2013 BOX 2 OF 2 137806-138013, 009990-009696, 138467-138179, 10171-009991, 241709-241665, 241059-240837		25	3000-09 1 YR	1/2/2014
2453	2012	RSH	2012 LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 1/3/2013 BOX 1 OF 2 010910-010862, 010860-010853, 010850-010801, 242129-241868, 01800-010601, 242809-242365, 138741-138625, BLANK ONE, 139262-139111, 10959-10968, 138862-138774, 139110-138949, 010852-010851		25	3000-09 1 YR	1/3/2014
2454	2012	RSH	2012 LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 1/3/2013 BOX 2 OF 2 010958-010911, 011043-010969, 138748-138742, 010600-010389, 242361-242130, 139948-139863		25	3000-09 1 YR	1/3/2014
2455	2012	RSH	2012 LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 1/4/2013 140105-139960, 243004-242810, 243122-243006, 139263-139458, 243722-243123, 139739-139459, 140141-140106, 13940-139830, 139859-139832, BLANK, 139959-139860, 011580-011044		25	3000-09 1 YR	1/4/2014
2456	2012	RSH	2012 LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 1/7/2013 011969-011834, 243963-243928, 011970-012041, 012135-012042, 011833-011693, 243964-224050, 140397-140232, 011653-011654, 243926-243746, 140231-140142, 243744-243723, 012350-012301, 012418-012352, 140912-140716, 012230-012300, 12437-012222, 141285-141104		25	3000-09 1 YR	1/7/2014
2457	2012	RSH	2012 LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 1/8/2013 BOX 1 OF 3 141620-141668, 141680-141733, 244808-244652, 244870-244809, 245148-145194, 142275-142069, 244956-244871, 142972-142884, 141734-141815, 142004-141980, 141978-141973, 142068-142006, 141972-141876, 140526-140524, 141427-141437, 141442-141469, 141362-141394, 141487-141475, 141286-141350		25	3000-09 1 YR	1/8/2014

Updated BOX#	6/2/2014 YEAR			SHELF#	RETENTION NUMBER AND YRS TO KEEP IN INVENTORY	DESTRUCTION DATE
2458	2012	RSH	2012 LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 1/8/2013 BOX 2 OF 3 142494-142276, 142883-142498, 245031-245147, 244957-245030, 141103-140913, 245195-245269, 244651-244600, 013353-013201, 013001-012930, 013366-013354, 012900-012875, 012816-012647, 012929-012901, 141536-141488, 142497-142495	25	3000-09 1 YR	1/8/2014
2459	2012	RSH	2012 LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 1/8/2013 BOX 3 OF 3 013200-013002, 244599-244529, 140522-140398, 012817-012874, 012496-012646, 141361-141353, 141426-141395, 244528-244051, 140539-140715, 140527-140537, 141816-141875, 141619-141537	25	3000-09 1 YR	1/8/2014
2460	2012	RSH	2012 LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 1/09/2013 143107-143099, 143352-143173, 143457-143129, 245503-245270, 013540-013516, 245694-245522, 142973-143098, 143171-143108, 013493-013429, 245940-245836, 143459-143687, 013428-013367, 245835-245695, 245521-245504, 143353-143361, 013647-013494, 013750-013648	14	3000-09 1 YR	1/9/2014
2461	2012	RSH	2012 LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP BOX 1 OF 2 1/10/2013 144880-144668, 246618-246686, 246585-246553, 246647-246620, 246900-246818, 246541-246507, 247048-246901, 013819-013796, 013858-013843, 144929-144881, 144879-144701, 013842-013820, 013795-013769, 144041-143928, 144231-144130, 246136, 246817, BLANK	14	3000-09 1 YR	1/10/2014
2462	2012	RSH	2012 LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP BOX 2 OF 2 1/10/2013 144880-144668, 246618-246686, 246585-246553, 246647-246620, 246900-246818, 246541-246507, 247048-246901, 013819-013796, 013858-013843, 144929-144881, 144879-144701, 013842-013820, 013795-013769, 144041-143928, 144231-144130, 246136, 246817, BLANK	14	3000-09 1 YR	1/10/2014
2463	2012	RSH	2012 LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 1/11/2013 145294-145180, 145179-145101, 014268-014384, 247455-247344, 247124-247127, 014196-014267, 247344-247263, 247128-247224, 144931-145079, 144653-144666, 014012-014089, 014090-014195, 145326-145295, 144601-144652, 144479-144598, 247262-247225, 247122-247049, 145268-145264, 145100-145080	14	3000-09 1 YR	1/11/2014
2464	2012	RSH	2012 LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 1/14/2013 145581-145565, 145476-145451, 145430-145327, 014846-014666, 014571-014385, 145659-145736, 145477-145564, 241661-247474, 247473-247456, 014572-014665, 145431-145449, 145633-145582, 145658-145634	14	3000-09 1 YR	1/14/2014
2465	2012	RSH	2012 LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 1/15/2013 146310-146293, 146522-146526, 146678-146659, 146532-146534, 146521-146317, 146292-146122, 015101-015082, 146121-145911, 014928-014848, 145910-145737, 247895-247736, 247735-247662, 015080-014929, 248116-247896, 146692-146679, BLANK, 146606-146535, 146658-146607	24	3000-09 1 YR	1/15/2014
2466	2012	RSH	2012 LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 1/16/2013 248389-248285, 248561-248472, 146817-146709, 248592-248621, 015181-015102, 248703-248622, 248284-248117, 015320-015182, 248471-248390, 146845-146818, 146708-146693, 146787-146781, 147048-147008, 146906-146846, 147007-146907	24	3000-09 1 YR	1/16/2014
2467	2012	RSH	2012 LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 1/17/2013 249156-249087, 249264-249157, 248838-248704, 249086-248922, 248921-248839, 147250-147299, 015364-015321, 015501-015428, 015427-015365, 147049-147144, 147249-147145, 015600-015502, 249333-249265, 147531-147333, 147656-147589, 147540-147588, 147513-147512, 147310-147332, 147514-147539, 147737-147657	24	3000-09 1 YR	1/17/2014
2468	2012	RSH	2012 LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 1/18/2013 147993-147803, 148115-148000, 015829-015751, 015830-015948, 250013-249856, 249717-249606, 249335-249422, 249728-249831, 147891-147805, 147798-147738, 249605-249425, 249855-249833, 015949-016068, 015746-015601, 147801, BLANK, BLANK, 015747-015750	24	3000-09 1 YR	1/18/2014
2469	2012	RSH	2012 LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 1/22/2013 250584-250727, 250462-250583, 148577-147472, 148471-148411, 250351-250281, 250224-250280, 016219-016159, 250374-250461, 250352-250372, 016220-016379, 148369-148390, 250729-250823, 148116-148273, 250118-250223, 250117-250014, 016091-016156, 148408-148391, 148368-148274	24	3000-09 1 YR	1/22/2014
2470	2012	RSH	2012 LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 1/23/2013 149235-149246, 149247-148252, BLANK, 148154, 251219-251068, 251353-251220, 149101-149167, 149009-149100, 149185-149188, 148712-148578, 149168-149184, 148805-148713, 148925-149008, 148924-148806, 250874-251064, 016381-016684, 149423-149358, 149357-149329, 149253-149328	24	3000-09 1 YR	1/23/2014
2471	2012	RSH	2012 LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 1/24/2013 149721-149689, 251711-251721, 149628-149611, 149605, 251710, 149610-149606, 149234-149189, 251549-251611, 149604-149425, 016749-016685, 016938-016898, 016822-016750, 016897-016823, 251475-251401, 251674-251612, 149688-149631, 251705-251675, 251548-251476, 251324-251400, 250882, 149839-149722	24	3000-09 1 YR	1/24/2014
2472	2012	RSH	2012 LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP BOX 1 OF 2 1/25/2013 017168-017106, 251910-251798, 018020-017892, 150339-150219, 017891-017886, 150218-150185, 150169-150089, 149905-149840, 150419-150341	14	3000-09 1 YR	1/25/2014
2473	2012	RSH	2012 LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP BOX 2 OF 2 1/25/2013 252040-251912, 252329-252253, 017722-017885, 017441-017281, 017105-016939, 017573-017443, BLANK, 017280-017171, 017721-017574, 150088-149906, 252386-252331, 252439-252386, 251797-251722, 252168-25241	14	3000-09 1 YR	1/25/2014
2474	2012	RSH	2012 LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP BOX 1 OF 2 1/28/2013 151146-151104, 253184-253156, 150763-150754, 252588-252462, 018113-018240, 252704-252589, 252461-252405, 252900-252799, 018241-018355, 252798-252705, 018112-018021, 253155-253092, 150852-150764, 150753-150536, BLANK	14	3000-09 1 YR	1/28/2014
2475	2012	RSH	2012 LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP BOX 2 OF 2 1/28/2013-1/29/2013 252901-253091, 150535-150420, 151037-150967, 151103-151038, 151211-151212, 151312-151213, 152043-151924, 254606-254546, 255015-254864, 254707-254620, 254259-254445, 253292-253185, 254863-254822, 254116-254258	14	3000-09 1 YR	1/29/2014
2476	2012	RSH	2012 LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 1/29/2013 253845-254115, 253596-253844, 253595-253295, 019076-018985, 018647-018579, 018835-01874, 018714-018648, 018440-018359, 254619-254607, 152101-152044, 018506-018443, 151723-151651, 151503-151413, 018578-018507, 018908-018836	14	3000-09 1 YR	1/29/2014
2477	2012	RSH	2012 LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 1/29/2013-1/30/2013 151923-151845, 152148-152102, 151584-151504, 151767-151724, 018984-018909, 151650-151585, 151412-151313, 019104-019077, 151844-151768, 254726-254716, 018783-018715, 255731-255600, 255369-255256, 255255-255168, 152324-152275, 152228-152149, 255893-255732, 019199-019344, 152585-152509	17	3000-09 1 YR	1/30/2014
2478	2012	RSH	2012 LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 1/30/2013-1/31/2013 152508-152325, 255371-255599, 152274-152230, 235166-255016, 152525-152227, 019198-019156, 019372-019345, 151958-151959, 019155-019105, 152737-152586, 153402-153261, 150990-153089, 153589-153403, 152863-152742	17	3000-09 1 YR	1/31/2014
2479	2012	RSH	2012 LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 1/31/2013 153155-153090, 153164-155156, 019624-019447, 255894-256037, 256038-256143, 256287-256351, 020259-020123, 021046-021038, 152977-152864, 153308-153299, 020875-020877, 2 BLANKS	17	3000-09 1 YR	1/31/2014
2480	2012	RSH	2012 LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 1/31/2013 153260-153165, 021016-020842, 020260-020397, 019446-019373, 020478-020557, 020398-020477, 020558-020688, 019625-019905, 256144-256232, 020122-019906, 256233-256285, 020840-020689	15	3000-09 1 YR	1/31/2014

Updated	6/2/2014					
BOX#	YEAR			SHELF#	RETENTION NUMBER AND YRS	DESTRUCTION
					TO KEEP IN INVENTORY	DATE
2481	2012	RSH	2012 LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 2/1/2013 021302-021109, 257172-257173, 021108-021019, 154149-154013, 153901-153798, 154267-154150, 153674-153590, 153675-153797	15	3000-09 1 YR	2/1/2014
2482	2012	RSH	2012 LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 2/1/2013 153998-154004, 256636-256600, 257552-257480, 021622-021612, 256907-256637, 257264-257178, 257046-256908, 257479-257387, 153979-153904, 257171-257047, 256545-256449, 257386-257265, 021303-021501, 256599-256547, 256448-256352, 154012-153980, 021595-021502	15	3000-09 1 YR	2/1/2014
2483	2012	RSH	2012 LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP BOX 1 of 2 2/4/2013 154432-154268, 258165-258058, 257774-257661, 258057-258023, 258022-257910, 021874-021790, 258423-258348, 258347-258322, 257660-257553, 257909-257776, 021788-021709, 258321-258166, 154667-154608	12	3000-09 1 YR	2/4/2014
2484	2012	RSH	2012 LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP BOX 2 of 2 2/4/2013 021708-021596, 022125-021921, 154757-154679, 154843-154772, 258497-258454, 154480-154423, 021919-021877, 154965-154844, 022210, 022173-022170, 022191-022181, 154678-154668, 154771-154760, 155406, 155563-155560, 021939-021934, 021933, 021931, 021930-021929	12	3000-09 1 YR	2/4/2014
2485	2012	RSH	2012 LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP BOX 1 of 2 2/5/2013 259677-259605, 259604-259540, 259753-259678, 022499-022385, 022994-022883, 022384-022232, 022882-022679, 155441-155341, 154604-154546, 155505-155442, 259845-259755, 155572-155506, 022584-022500, 023218-023123, 023402-023375, 259301-259267, 155342-155339, 155650-155595, 154542-154481, 22678-022585	12	3000-09 1 YR	2/5/2014
2486	2012	RSH	2012 LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP BOX 2 of 2 2/5/2013 022225-022126, 259539-256490, 155338-155111, 259266-258897, 258575-258424, 259486-259302, 155019-154966, 155110-155020, 023374-023222, 258576-258896, 155594-155573, 155346-155344, 022998-023102, 155892-155897, 023113-023108, 155156-155154, 155194-155190, 258532-258527	12	3000-09 1 YR	2/5/2014
2487	2012	RSH	2012 LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 2/6/2013 023870-023782, 156271-156222, 023999-023914, 156000-155915, 155914-155771, 156263-156161, 156160-156156, 023781-023742, 259984-260047, 259935-259983, 259886-259934, 023913-023871, 023403-023740, 155770-155651, 259846-259883, 156136-156125, 156150-156137, 156124-156002	12	3000-09 1 YR	2/6/2014
2488	2012	RSH	2012 LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 2/7/2013 156295-156272, 024221-024143, 156470-156412, 024142-024060, BLANK, 024059-024000, 156573-156471, 156380-156312, 156311-156297, 156392-156387, 021939-021929, 156411-156393	12	3000-09 1 YR	2/7/2014
2489	2012	RSH	2012 LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 2/8/2013-2/18/2013 156627-156574, 156631-156628, 156712-156632, 156795-156713, 156907-156796, 156909-156908, 156922-156910, 156922-156910, 156991-156973, 156972-156923, 157065-157042, 157041-156992, 157131-157118, 157117-157066, 157066, 157219-157207, 157203-157133	12	3000-09 1 YR	2/18/2014
2490	2012	RSH	2012 LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 2/19/2013-2/28/2013 157395-157355, 157350-157220, 157354-157351, 157409-157458, 157455-157396, 157457-157456, 024260-024222, 157631-157591, 157660-157634, 157589-157565, 157563-157504, 157502-157470, 157564, 157806-157661, 024370-024366, 024362-024273, 024269-024261, 157833-157814, 157813-157807, 158071-158045, 158044, 158043-157944, 157942-157834, 158209-158072, 158326-158234, 158232-158210, 158329-158327, 024408-024371, 024420-024410, 158344-158330	12	3000-09 1 YR	2/28/2014
2491	2012	RSH	2012 LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 3/1/2013-03/14/2013 158300-158300, 158302-158471, 158409-158430, 158434-158421, 158422-158388, 158386-158345, 158679-158520, 158518-158507, 024525-024421, 158737-158685, 158684-158680, 158949-158922, 158913-158738, 158921-158914, 159016-158951, 159055-159020, 159156-159131, 159086-159130, 159056-059085, 159019-159017, 158950, 260051-260083, 024528-024526, 024595-024529, 260048, 260050, 024650-024596, 024750-024780, 024759-024751, 024679-024659, 024658, 024957-024651, 260112-260084, 159178-159159, 024803-024760, 159158-159157, 024876-024842, 024841-024804, 024877-024878	12	3000-09 1 YR	3/14/2014
2492	2011-PRIOR	RSH	2011-PRIOR MAP CLEARANCE CERTIFICATES A-CI 1/1/2011-12/31/2011 (HAS SOME 2010)	6	3000-10 2 YRS	12/31/2013
2493	2011-PRIOR	RSH	2011-PRIOR MAP CLEARANCE CERTIFICATES CI-CL 1/1/2011-12/31/2011 (HAS SOME 2010)	6	3000-10 2 YRS	12/31/2013
2494	2011-PRIOR	RSH	2011-PRIOR MAP CLEARANCE CERTIFICATES CO-DEL 1/1/2011-12/31/2011 (HAS SOME 2010)	6	3000-10 2 YRS	12/31/2013
2495	2011-PRIOR	RSH	2011-PRIOR MAP CLEARANCE CERTIFICATES DEL-FRY 1/1/2011-12/31/2011 (HAS SOME 2010)	6	3000-10 2 YRS	12/31/2013
2497	2011-PRIOR	RSH	2011-PRIOR MAP CLEARANCE CERTIFICATES G-MI 1/1/2011-12/31/2011 (HAS SOME 2010)	19	3000-10 2 YRS	12/31/2013
2498	2011-PRIOR	RSH	2011-PRIOR MAP CLEARANCE CERTIFICATES N-SH 1/1/2011-12/31/2011 (HAS SOME 2010)	19	3000-10 2 YRS	12/31/2013
2499	2011-PRIOR	RSH	2011-PRIOR MAP CLEARANCE CERTIFICATES SHAD-SHAM 1/1/2011-12/31/2011 (HAS SOME 2010)	19	3000-10 2 YRS	12/31/2013
2500	2011-PRIOR	RSH	2011-PRIOR MAP CLEARANCE CERTIFICATES SI-SU 1/1/2011-12/31/2011 (HAS SOME 2010)	19	3000-10 2 YRS	12/31/2013
2501	2011-PRIOR	RSH	2011-PRIOR MAP CLEARANCE CERTIFICATES SU-Z 1/1/2011-12/31/2011 (HAS SOME 2010)	19	3000-10 2 YRS	12/31/2013
2502	2010-2011	COL	2010-2011 TAX LIEN TRANSFERS & RELEASES A-M 1/1/2010-12/31/2011	21	3000-13 AV	CONTACT SUPERVISOR
2503	2010-2011	COL	2010-2011 TAX LIEN TRANSFERS & RELEASES M-Z 1/1/2010-12/31/2011	21	3000-13 AV	CONTACT SUPERVISOR
2515	2011-PRIOR	RSH	2011-PRIOR TAX CERTIFICATES ABSTRACT 0007-0170 1/1/2011-12/31/2011	9	3000-10 2 YRS	12/31/2013
2516	2011-PRIOR	RSH	2011-PRIOR TAX CERTIFICATES ABSTRACT 0175-5726 1/1/2011-12/31/2011	9	3000-10 2 YRS	12/31/2013
2517	2011-PRIOR	RSH	2011-PRIOR TAX CERTIFICATES ABSTRACT 6855-9999 1/1/2011-12/31/2011	9	3000-10 2 YRS	12/31/2013
2520	2012	COL	2012 ESCROW BACK UP 10/1/2011-9/30/2012	11	3000-07 1 YR AFTER PYMT APPLIED	12/31/2013
2521	2012	COL	2012 ESCROW BACK UP 10/1/2011-9/30/2012	11	3000-07 1 YR AFTER PYMT APPLIED	12/31/2013
2523	2012	RSH	2012 LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 3/19/2013-03/29/2013 024931-024923, 024922-024679, 024905-024902, 024906-024982, 024980-024966, 159294-159200, 159199-159197, 159195-159182, 159305-159295, 159181-159179, 159364-159330, 159329-159306, 159398-159365, 159407-159399, 159451-159446, 159445-159408, 159451-159446, 159502-159452, 159509-159503, 159510-159593, 159594-159599, 159710-159645, 159642-159600, 159644-159643, 159828-159800, 159748-159711, 159785-159750, 159890-159885, 159883-159831, 2 not stamped for 03/15/2013 & 03/21/2013, MISSING: 024981, 159196, 159749 & 159884	11	3000-09 1 YR	3/29/2014

Updated	6/2/2014					
BOX#	YEAR			SHELF#	RETENTION NUMBER AND YRS	DESTRUCTION
					TO KEEP IN INVENTORY	DATE
2524	2012	RSH	2012 LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 4/12/2013-4/12/2013 160055-160014, 160012-159980, 160140-160123, 160154-160141, 160235-160215, 160261-160236, 160205-160170, 160214-160206, 160169-160155, 160355-160288, 160287-160262, 160406-160378, 160377-160356, 160426-160421, 160419-160415, 160414-160407, 160420, 160476-160473, 160472, 160427-160471, 260127-260128, 260131-260134, 260129-260130, 260126-260113, 160506-160496, 160494-160477, 160495, 025011, 025009-024990, 025018, 025020, 025022-025032, 025034-025044, 160528-160507, 160535-160529, 160570-160568, 160566-160536, 160586-160571, 160608-160587, 160651-160640, 160639-160638, 160637-160609, 1 not stamped for 4/3/2013, MISSING: 159971, 160058, 025019, 025033, 159919, 160013, 025021 & 160619	11	3000-09 1 YR	4/19/2014
2525	2012	RSH	2012 LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 4/22/2013-5/24/2013 160671-160654, 160673-160672, 160652, 160720-160713, 160711-160697, 160692, 160686-160674, 160721, 160691-160696, 160734-160722, 160754-160735, 160766-160755, 160785-160782, 160781-160767, 160840-160814, 160821, 160691-160687, 160811-160786, 160813-160812, 160905-160841, 160856, 160919-160910, 160908-160906, 160909, 160855, 160939-160921, 160987-160947, 160944-160940, 161037-161012, 161011-160991, 160990-160988, 161052-161045, 161038-161039, 161044-161041, 161099-161088, 161086-161053, 161087, 161136-161118, 161116-161101, 025052-025049, 161162-161171, 161169-161163, 161194-161170, 161198-161197, 161196-161195, 161209-161199, 025056-025053, 161240-161224, 161222-161210, 161249-161241, 161258-161250, 161266-161259, 161275-161267, 161276, 161281-161277, 161281-161279, 161278-161277, 161334-161320, 161319-161282, 161355-161349, 161347-161348, 161346-161335, 025057, 161358-161356, 161370-161359, 025068-025058, 161380-161379, 161390-161381, 161378-161371, 1 not stamped for 4/24/2013, MISSING: 160653	11	3000-09 1 YR	5/24/2014