

Updated	5/28/2015		DESTRUCTION LIST 5/28/2015				
BOX#	YEAR			SHELF#	RETENTION NUMBER AND YRS	DESTRUCTION	
					TO KEEP IN INVENTORY	DATE	
1304	2002-2004	RSH	2002 SUPPLEMENT BACKUP TOTALS-16, 17, 18, 19, 20, 21/ 2003 SUPPLEMENT BACKUP TOTAL-7, 8, 9,10, 11,12/ 2004 SUPPLEMENT BACKUP TOTALS-1, 2, 3, 4, 5, 6	24	3000-02 3 YRS AV/ AFTER 10 YRS	12/31/2014	Per Patsy S 04/01/2009
1887	2006-2007	ADMIN	2006-2007 SPECIAL INVENTORY TAX ROLLOVER	7	1025-26A+27 FE+5 YRS	9/30/2014	
1888	2008	ADMIN	2008 SPECIAL INVENTORY TAX A-B	7	1025-26A+27 FE+5 YRS	9/30/2014	
1889	2008	ADMIN	2008 SPECIAL INVENTORY TAX C-F	7	1025-26A+27 FE+5 YRS	9/30/2014	
1890	2008	ADMIN	2008 SPECIAL INVENTORY TAX G-K	7	1025-26A+27 FE+5 YRS	9/30/2014	
1891	2008	ADMIN	2008 SPECIAL INVENTORY TAX L-M	7	1025-26A+27 FE+5 YRS	9/30/2014	
1892	2008	ADMIN	2008 SPECIAL INVENTORY TAX N-S	7	1025-26A+27 FE+5 YRS	9/30/2014	
1893	2008	ADMIN	2008 SPECIAL INVENTORY TAX T-X	7	1025-26A+27 FE+5 YRS	9/30/2014	
2038	? 2010	COL	RESALE FOLDERS CS#81077 THRU 01-CV-121649	3	3000-19 AV	CONTACT SUPERVISOR	
2039	? 2010	COL	RESALE FOLDERS CS#01-CV-121650 THRU 04-CV-136721	3	3000-19 AV	CONTACT SUPERVISOR	
2040	? 2010	COL	RESALE FOLDERS CS#04-CV-36730 THRU 05-DCV-145590	3	3000-19 AV	CONTACT SUPERVISOR	
2047	2009	ADMIN	2009 FBCAD-CERTIFIED, SUPL #1-2	5	3000-02 3 YRS	12/31/2012 CONTACT SUPERVISOR	
2048	2009	ADMIN	2009 FBCAD-SUPL #3-9, CAD MANUAL CORRECTIONS & PROBLEM ACCTS	5	3000-02 3 YRS	12/31/2012 CONTACT SUPERVISOR	
2049	2009	ADMIN	2009 FBCAD-SUPL #10-16	5	3000-02 3 YRS	12/31/2012 CONTACT SUPERVISOR	
2050	2009	ADMIN	2009 HCAD-CERTIFIED, SUPL #1-12	5	3000-02 3 YRS	12/31/2012 CONTACT SUPERVISOR	
2163	2007-2010	COLL	2007-2010 TEMPORARY RECEIPT LOG SHEET (ALL OFFICES) 10/01/2007-09/30/2010	10	3000-16 FE + 3 YRS	9/30/2014	Future Retention #s s/b 3050-? For liquor, beer & wine
2197	2010	RSH	2010 FBCAD Certified Balancing	7	3000-02 3 YRS	12/31/2013 CONTACT SUPERVISOR	
2198	2010	RSH	2010 HCAD Supl #1-11 / ADDED 2010 PRELIMINARY CD TO BOX ON 8/27/2014 (From Tammy S)	7	3000-02 3 YRS	12/31/2013 CONTACT SUPERVISOR	
2199	2010	RSH	2010 FBCAD Supl #1-5	7	3000-02 3 YRS	12/31/2013 CONTACT SUPERVISOR	
2200	2010	RSH	2010 FBCAD Supl #6-9	7	3000-02 3 YRS	12/31/2013 CONTACT SUPERVISOR	
2201	2010	RSH	2010 FBCAD Supl #10-16	7	3000-02 3 YRS	12/31/2013 CONTACT SUPERVISOR	
2202	2011-PRIOR	RSH	2010-2011 PAID ROLLBACK FILES 0007-00-000-0389-907 THRU 9409-01-001-0100-906 09/01/2010-09/30/2011	13	3000-16 FE + 3 YRS	9/30/2014	
2203	2010-2011	COL	2010-2011 TRACKING TAPES (WRITTEN) OCTOBER 1, 2010-SEPTEMBER 30, 2011	6	1025-27 FE + 3 YRS	9/30/2014	
2205	2008-2009	ADMIN	2008-2009 SPECIAL INVENTORY TAX ROLLOVER PROCESSING FILES & REPORTS	4	1025-26A+27 FE+5 YRS	9/30/2014	
2315	2010-2011	RSH	2010-2011 WAIVER FILES A-Z 10/1/2010-09/30/2011	18	3000-16 FE + 3 YRS	9/30/2014	
2326	2006-2010	RSH	SYSTEM CORRECTION FOLDERS 06/01/2011-08/03/2011- 2006 Supl #77-78; 2007 Supl #14, 69-70; 2008 Supl #53-54; 2009 Supl #29-30; 2010 Supl #12-14; 2009-2010 Freeze Corrections; 1990 & 2010 Add Back Levy From Uncollectible Roll; 2008-2010 Lawsuit Corrections (FB); HCAD-2009 Batch #22-23; 2010 HCAD Supl #9-10	19	3000-02 3 YRS	8/3/2014	
2327	2010-2011	COL	2010-2011 TEMPORARY RECEIPT LOGS 10/1/2010-09/30/2011	20	3000-16 FE + 3 YRS	9/30/2014	

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2330	1989-1994 1996-2010	RSH	SYSTEM CORRECTION FOLDERS 08/04/2011-10/01/2011- 2007 Supl #71-73; 2008 Supl #55-57; 2009 Supl #30-33; 2010 Supl #14-17; 1989-1994 & 1996-2007 Add Back Levy From Uncollectible Roll; NSF Charge Added; 2008-2010 Lawsuit Corrections (FB); HCAD Lawsuit Corrections; HCAD 2010 Supl #11-13		18	3000-02 3 YRS	10/4/2014	
2331	1989-2001, 2005-1011	RSH	SYSTEM CORRECTION FOLDERS 10/05/2011-12/27/2011- 2005-2006 Hard Copy Chg; 2006 Supl #79; 2007 Supl #73-76; 2008 Supl #57-61; 2009 Supl #33-37; 2010 Supl #17-21; 2011 Misc Changes; 2006-2011 Freeze Corrections/Adj Refunds & Ceiling Certs; 1989-2001 Add Back Levy From Uncollectible Roll; NSF Charge Added; 2008-2010 Lawsuit Corrections (FB); HCAD-2009 Supl #26; 2010 Supl #14; 2011 Batch #3		18	3000-02 3 YRS	12/31/2014	
2339	?2011	COL	2011 RESALES 1993-2007 CS#93-DCV-083789 THRU #07-DCV-158296		8	3000-19 AV	? CONTACT SUPERVISOR	
2340	?2011	COL	2011 RESALES 2007-2010 CS#07-DCV-158309 THRU #10-DCV-183627		8	3000-19 AV	? CONTACT SUPERVISOR	
2341	?2011	COL	2011 RESALES 2007-2010 CS#07-DCV-155558 THRU #10-DCV-178468		8	3000-19 AV	? CONTACT SUPERVISOR	
2342	?2011	COL	2011 RESALES PROCESSED DURING 2011 CASES 2002-2007		8	3000-19 AV	? CONTACT SUPERVISOR	
2345	2011-2012	RSH	2011-2012 WRITTEN STATEMENTS A-J 1/1/2011-6/30/2012		8	3000-10 2 YRS	6/30/2014	
2346	2011-2012	RSH	2011-2012 WRITTEN STATEMENTS K-S 1/1/2011-6/30/2012		8	3000-10 2 YRS	6/30/2014	
2347	2011-2012	RSH	2011-2012 WRITTEN STATEMENTS T-Z 1/1/2011-6/30/2012		8	3000-10 2 YRS	6/30/2014	
2348	2011-2012	RSH	2011-2012 CORRESPONDENCE A-D 7/1/2011-6/30/2012		8	3000-12 2 YRS	6/30/2014	
2349	2011-2012	RSH	2011-2012 CORRESPONDENCE E-L 7/1/2011-6/30/2012		8	3000-12 2 YRS	6/30/2014	
2350	2011-2012	RSH	2011-2012 CORRESPONDENCE M-S 7/1/2011-6/30/2012		8	3000-12 2 YRS	6/30/2014	
2351	2011-2012	RSH	2011-2012 CORRESPONDENCE T-Z 7/1/2011-6/30/2012		8	3000-12 2 YRS	6/30/2014	
2369	2008-2012	RSH	2008-2012 ESCROW CONTRACTS 10/01/2008-09/30/2009, 10/01/2009-09/30/2010, 10/01/2010-09/30/2011 & 10/01/2011-09/30/2012		26	3000-07 AV	CONTACT SUPERVISOR	
2370	2011	ADMIN	2011 FBCAD CERTIFIED SUPL #1 THRU SUPL #4		18	3000-02 3 YRS	CONTACT SUPERVISOR	
2371	2011	ADMIN	2011 FBCAD CERTIFIED SUPL #5 THRU SUPL #8		18	3000-02 3 YRS	CONTACT SUPERVISOR	
2372	2011	ADMIN	2011 FBCAD CERTIFIED SUPL #9 THRU SUPL #14		18	3000-02 3 YRS	CONTACT SUPERVISOR	
2373	2011	ADMIN	2011 HCAD CERTIFIED SUPL #1 THRU SUPL #11		10A	3000-02 3 YRS	CONTACT SUPERVISOR	
2398	2011 & 2012	RSH	2011 33.07 NOTICES WITH & WITHOUT FORWARDING ADDRESS-12/7/12, 2/12/2013, 2/15/2013, 3/19/2013, 3/26/2013 & 5/7/2013/ 2012 33.07 NOTICES WITH & WITHOUT FORWARDING ADDRESS-5/28-5/31/2013 & 6/3-6/5/2013		29	3000-09 1 YR AFT RTN	6/5/2014	
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	
2447	2012	RSH	2012 33.07 NOTICE WITH & WITHOUT FORWARDING ADDRESS 5/28/13, 6/3-6/4/13, 6/6-6/7/13, 6/10-6/14/13, 6/17-6/21/13		28	3000-09 1 YR AFT RTN	6/21/2014	
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	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	

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BOX#	YEAR			SHELF#	RETENTION NUMBER AND YRS	DESTRUCTION
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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
2504	2012	COL	2012 TAX STATEMENT RECORDS A-Z 1/1/2012-12/31/2012	21	3000-12 2 YRS	12/31/2014
2505	2012	COL	2012 DUPLICATE PAYMENTS A-J 1/1/2012-12/31/2012	21	3000-12 2 YRS	12/31/2014
2506	2012	COL	2012 DUPLICATE PAYMENTS K-Z 1/1/2012-12/31/2012	21	3000-12 2 YRS	12/31/2014
2509	2012	COL	2012 GENERAL CORRESPONDENCE A-G 1/1/2012-12/31/2012	21	3000-12 2 YRS	12/31/2014
2510	2012	COL	2012 GENERAL CORRESPONDENCE H-R 1/1/2012-12/31/2012	21	3000-12 2 YRS	12/31/2014
2511	2012	COL	2012 GENERAL CORRESPONDENCE S-XYZ 1/1/2012-12/31/2012	21	3000-12 2 YRS	12/31/2014
2514	2012	RSH	2012 DEPOSIT PROOF SUMMARY 1/1/2012-12/31/2012 & 2012 VOIDED TAX CERTIFICATES	18	3000-10 2 YRS	12/31/2014
2522	2012	COL	2012 FAXES (COLL DEPT) & KATY/ MISSOURI CITY OFFICES A-Z 1/1/2012-12/31/2012 A-Z	11	3000-12 2 YRS	12/31/2014
2526	2012	RSH	2012 LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 5/28/2013-7/2/2013 260137-260168, 025085-025069, 260176-260173, 260171, 260169, 114458-114467, 025111-025086, 025123-025112, 025161-025146, 025135-025124, 260191-260177, 025137-025145, 025212-025167, 025165-025142, 4 BLANK, 025221-025213, 025225-025222, 025393-025390, 025389-025384, 025382-025371, 025403-025401, 025412-025404, 025421-025413, 025395-025397, 025431-025422, 025440-025432, 025445-025441, 025446-025447, 025461-025448, 025472-025463, 025474-025473, 025226, 025239-025227, 025261-025240, 024272-025262, 025278-025273, 025289-025282, 025280-025279, 025302-025292, 025314-025303, BLANK, 025340-025315, 025350-025341, BLANK, 025369-025351, 025506-025499, 025498-025475, 025513-025507, 025519-025514, 025520, 025525-025521, 025543-025527, 025526, 025547, 025546, 025544, 025585-025573, 025572-025548, 161430-161421, 161420-161391, 161467-161441, 161436-161438, 161491-161468, 161522-161507, 161506-161492, 161552-161549, 161547-161541, 161536-161523, 161548, 161583-161554, 5 BLANK, 161553, 161594-161584, 161646-161596, 161667-161650, 161686-161668, 161595, 161649-161647	11	3000-09 1 YR	7/2/2014
2527	2010-2011	COL	2010-2011 LOCKBOX BUNDLE LISTING REPORTS 10/1/2010-06/24/2011	25	1025-27 FE +3 YRS	12/31/2014
2529	2012	COL	2012 MORTGAGE REQUESTS & PAYMENT BACKUP	18	3000-12 2 YRS	12/31/2014
2530	2012-PRIOR	RSH	2012 PRIOR CUSTOMER SIGN IN SHEETS & RESEARCH PHONE DEPT PHONE LOGS	25	1074-41 2 YRS	12/31/2014
2531	2012-PRIOR	RSH	2012-PRIOR RESEARCH DEPT PHONE LOGS	29	1074-41 2 YRS	12/31/2014
2560	2012	RSH	SYSTEM CORRECTION FOLDERS 1/3/2012-3/2/2012 2007 Supl #77-78; 2008 Supl #61-62; 2009 Supl #37-38; 2010 Supl #14, 17 & 21-23; 2011 Supl #6-8; 2009-2011 Freeze Corrections/Adj Refunds; 1989-2001 Add Bank from Collectible Roll; NSF Charge Added & Removed; 2011 HCAD Lawsuit; 2008-2011 Lawsuit Corrections (FB); HCAD 2011 Batch #5-6; HCAD 2009 Supl #28; HCAD Backyears #15 & #17	6	3000-02 3 YRS	3/31/2015
2561	2012	RSH	SYSTEM CORRECTION FOLDERS 3/5/2012-5/17/2012 2007 Supl #79-81; 2008 Supl #63-64; 2009 Supl #39-40; 2010 Supl #22-24; 2011 Supl #8-10; Bkys Adj (2007-2010); 2011 Freeze Corrections/Adj Refunds; NSF Charge Added/Removed; 2011 HCAD Lawsuit; 2008-2011 Lawsuit Corrections (FB); HCAD 2011 Batch #6-8; HCAD 2010 Batch #19; HCAD 2008 #43 & #44; 2011 HCAD N/A #1	6	3000-02 3 YRS	5/31/2015
2575	2013	RSH	2013 1ST MAILERS WITH & WITHOUT FORWARDING ADDRESS 10/31-11/1/2013	6	3000-09 1 YR AFT RTN	11/1/2014
2576	2013	RSH	2013 1ST MAILERS WITH & WITHOUT FORWARDING ADDRESS 11/4/2013	6	3000-09 1 YR AFT RTN	11/4/2014
2577	2013	RSH	2013 1ST MAILERS WITH & WITHOUT FORWARDING ADDRESS 11/4-11/6/2013	6	3000-09 1 YR AFT RTN	11/6/2014
2578	2013	RSH	2013 1ST MAILERS WITH & WITHOUT FORWARDING ADDRESS 11/6-11/8/2013 & 11/12-11/14/13	6	3000-09 1 YR AFT RTN	11/14/2014
2579	2013	RSH	2013 REMINDERS WITH & WITHOUT FORWARDING ADDRESS 2/20-2/21/14 & 2/24-2/25/14	6	3000-09 1 YR AFT RTN	2/25/2015
2580	2013	RSH	2013 1ST MAILERS WITH & WITHOUT FORWARDING ADDRESS 10/30/13, 11/19-11/20/13, 12/4/13, 12/9-12/13/13, 12/16-12/20/13, 12/23/13, 12/26-12/27/13, 12/30-12/31/13, 1/2-1/3/14, 1/6-1/10/14, 1/13-1/15/14, 1/21-1/24/14, 1/27/14, 1/29-1/30/14, 2/4/14, 2/10-2/11/14, 2/13-2/14/14, 2/18-2/21/14, 2/24-2/26/14, 3/3/14, 3/7/14, 3/10/14, 3/17-3/19/14, 3/21/14, 3/24-3/25/14, 3/27/14, 3/31/14, 4/1-4/2/14, 4/7/14, 4/9/14, 4/15-4/16/14, 4/21/14, 4/24/14, 4/28/14, 4/30/14, 5/2/14, 5/5/14, 5/9/14, 5/15-5/16/14, 5/22/14, 6/2/14, 6/9/14, 6/11-6/12/14, 6/16/14, 6/19/14, 6/24/14, 7/3/14, 7/9/14, 7/14/14	6	3000-09 1 YR AFT RTN	5/22/2015
2581	2013	RSH	2013 1ST MAILERS WITH & WITHOUT FORWARDING ADDRESS 8/26, 9/2, 9/8, 10/7, 10/16, 11/13-11/15/13, 11/18/13, 11/20-11/22/13, 11/25-11/27/13 & 12/3/13	9	3000-09 1 YR AFT RTN	12/3/2014
2582	2013	RSH	2013 1ST MAILERS WITH & WITHOUT FORWARDING ADDRESS 10/30-10/31/2013	9	3000-09 1 YR AFT RTN	10/31/2014
2583	2013	RSH	2013 REMINDERS WITH & WITHOUT FORWARDING ADDRESS 2/25-2/28/13, 3/3-3/7/14 & 3/10-3/17/13, 10/16/14, 10/31/14	9	3000-09 1 YR AFT RTN	3/17/2015
2585	2009-2010	ADMIN	2009-2010 LINE ITEM FOLDERS 10/1/09-9/30/10 (See list in box for details)	5	1025-26 FE + 3 YRS	9/30/2014
2605	2012-2013	RSH	2013-PRIOR RECEIPTS WITH & WITHOUT FORWARDING ADDRESS 11/2012-12/2013	9	3000-09 1 YR AFT RTN	12/31/2014
2608	2013	RSH	2013 RECEIPTS WITH & WITHOUT FORWARDING ADDRESS 1/1/2014-2/14/2014	9	3000-09 1 YR AFT RTN	2/14/2015

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2610	2012	RSH	2012 LOCKBOX ENVELOPES SORTED BY NUMBER STAMP 7/3/2013-10/15/13 161730-161716, 161714-161697, 161695-161696, 161694-161688, 161742-161731, 161755-161743, 161764-161759, 161756-161758, 161771-161765, 1 NO STAMP, 161780-161772, 161790-161785, 161783-161781, 161784, 260210-260200, 260197-260193, 260236-260214, 260237, 260213-260211, 260243-260238, 161798-161791, 161805-161799, 161810-161806, 161813-161812, 161811, 161838-161821, 161820-161814, 161848-161845, 161843-161839, 161844, 161862-161549, 161863, 161866-161864, 260250-260244, 260254-260253, 260257, 260252, 260262-260239, 260257-260255, 162004-161973, 161972, 162011-162007, 162005, 162006, 162027-162012, 162049-162028, 162057-162050, 162070-162058, 162074-162071, 162084-162075, 162095-162090, 162088-162085, 162089, 162099-162096, 162106, 162120-162107, 162141-162121, 162150-162148, 162147-162142, 162154-162157, 162165-165155, 162176-162166, 162185-162183, 162181-162177, 162182, 162194-162186, 162210-162209, 162208-162203, 162202-162195, 162217-162211, 162235-162218, 162245-162242, 162240-162236, 16224, 162259-162246, 025603-025591, 162266-162260, 162272-162267, 162275-162273, 025605-025604, 162277-162276, 162281-162278, 025610-025606, 025612-025611, 025614-025613, 025617-025615, 025622-025619, 162282, 025626-025623, 2 BLANKS, 025629, 162290-162283, 162295-162291, 025640-025630, 025655-025641, 025658-025656, 025664-025659, 025671-025665, 162301-162296, 025673-025672, 025675, 025680-025678, 025685-025682, 162305-162302	24	3000-09 1 YR	10/15/2014
2611	2013	RSH	2013 LOCKBOX ENVELOPES SORTED BY NUMBER STAMP 10/31/13-11/4/13 260380-260348, 260346-260265, 025823-025800, NO STAMP, 025890-025888, 026093-026087, 026024-025892, 026083-026025, 900132-900037, 900035-900022, 260446-260381, 260478-260448, 026085-026084, 260625-260610, 260608-260593, 260591-260479, 162628-162478, 163152, 163178-163153, 162477-162333	24	3000-09 1 YR	11/4/2014
2612	2013	RSH	2013 LOCKBOX ENVELOPES SORTED BY NUMBER STAMP 11/5/13-11/6/13 261220-261194, 900250-900133, 261193-261071, 900332-900251, 261070-260870, 163577-163517, 163313-163179, 163397-163314, 163516-163314, 163516-163399, 900408-900333, 900060-959999, 900503-900608, 162629-162791, 900409-900502, 163837-163681, 162792-162947, (MISSING 162688, 162770)	24	3000-09 1 YR	11/6/2014
2613	2013	RSH	2013 LOCKBOX ENVELOPES SORTED BY NUMBER STAMP 11/6/13-11/8/13 260721-260626, 260793-260775, 261416-261221, 261460-261450, 261417-261449, 960661-960194, 163151-162948, 164625-164573, 163680-163578, 163953-163838, 164027-163954, 164377-164363, 164349-164338, 164408-164384, 164337-164200, 026218-026094, 261799-261740, 164199-164028, 960276-960197, 261739-261562, 960277-960339, 900609-900735, 900736-900801, 251560-261461, 260793, 260775, 260700, 260662, 261441)	24	3000-09 1 YR	11/8/2014
2614	2013	RSH	2013 LOCKBOX ENVELOPES SORTED BY NUMBER STAMP 11/8/13-11/12/13 164377-164363, 164349-164338, 164408-164384, 164337-164200, 026218-026094, 261799-261740, 164199-164028, 960276-960197, 261739-261562, 960277-960339, 900609-900735, 900736-900801, 251560-261461, 026219-026283, 165764-165748, 164572-166409, (MISSING 026237, 261669, 960274, 164051)	24	3000-09 1 YR	11/12/2014
2615	2013	RSH	2013 LOCKBOX ENVELOPES SORTED BY NUMBER STAMP 11/13/13-11/13/2013 164362-164350, 164606, 164639-164626, 164653-164640, 16659-164654, 026535-026359, 026358-026284, 900802-900921, 900922-901016, 164866-164817, 165014-164867, 164816-164660, 262082-261945, 901141-901195, 960340-960372, 901017-901140, 261944-261869, 261866-261800, 1650150 (MISSING 901041, 261867-261868, 164871, 164791, 026377-026376)	24	3000-09 1 YR	11/13/2014
2616	2013	RSH	2013 LOCKBOX ENVELOPES SORTED BY NUMBER STAMP 11/13/13-11/18/13 165120-165016, 262157-262125, 262123-262083, 164871, 026536-026729, 026821-026731, 164795-165748, 165457-165411, 165747-165585, 165358-165265, 165459-165583, 165264-165128, 165458, 165410-165359, 165127-16511, 261184-262158, 262458-262384, 262383-262185 (MISSING 262197, 262455, 262399, 165301, 165626-165625, 026812, 026641, 026812, 262124 & 165022)	24	3000-09 1 YR	11/18/2014
2617	2013	RSH	960443, 960377-960441, 166135-166064, 166023-165926, 165023-165796, 166063-166024, 262647-262618, 262617-262459, 901666-901510, 263649-263545, 262801-262648, 166395-166348, 166347-166292, 166291-166137 (MISSING 960384-960385, 960488, 960454, 960451, 901199, 901391, 901416)	25	3000-09 1 YR	11/20/2014
2618	2013	RSH	2013 LOCKBOX ENVELOPES SORTED BY NUMBER STAMP 11/21/13-11/22/13 166598-166396, 262910-262802, 901818-901778, 168967-168913, 168912-168709, 026973-026822, 166941-166723, 166720-166615, 166614-166600	25	3000-09 1 YR	11/22/2014
2619	2013	RSH	2013 LOCKBOX ENVELOPES SORTED BY NUMBER STAMP 11/22/13-11/26/13 166944-166946, 166722-166721, 166904, 166994-166957, 990237-990045, 167557-167311, 167254-167113, 167109-166995, 167308-167110, 167310-167309, 167621-167558	25	3000-09 1 YR	11/26/2014
2620	2013	RSH	2013 LOCKBOX ENVELOPES SORTED BY NUMBER STAMP 11/29/2013-12/2/13 902048-901819, 027219-027137, 027044-026974, 901777-901667, 167683-167622, 167759-167708, 167707-167684, 263042-263029, 902302-902291, 902272-902049, 263345-263287, 263286-263043, 263028-262911, 027450-027384, 027383-027220, 960513-960503, 167766-167760, 167949-167921, 167920-167886, 167885-167767 (MISSING 027041, 027025, 167634, 167873-167874 & 1 BLANK)	25	3000-09 1 YR	12/3/2014
2621	2013	RSH	2013 LOCKBOX ENVELOPES SORTED BY NUMBER STAMP 12/3/13-12/4/13 168614-168549, 168548-168493, 168492-168424, 168423-168417, 167950-168417, 167950, 168416-168290, 168289-168162, 168161-167951, 263544-263346, 027463-027451, 902599-902457, 902456-902303, 902931-902845, 902844-902723, 990367-990239, 264169-264044, (MISSING 902471) 902499-902509, 902407, 902388 (2), 902384, 990362-990360, 990335, 990314, 990311, 99031, 990290, 990254, 027454, 168017, 168029, 168030-168031, 168276, 168182, 264044, 264062, 264169, 263472, 263367, 263410, 263370	25	3000-09 1 YR	12/4/2014
2622	2013	RSH	2013 LOCKBOX ENVELOPES SORTED BY NUMBER STAMP 12/4/13-12/4/13 960622-960560, 990483-990473, 990471-990368, 263830-263794, 263793-263650, 170212-170116, 170288-170230, 170352-170313, 170312-170289, 170220-170213, 170229-170221, 170115-169935, 169950-169949, 169826-169714, 169713-169663, 169662-169611, 169934-169827, 169225-169103, 169102-169019, 169298-169267, 169266-169234, 902968-902932, 960656-960623, 027515-027464, 2 BLANK, 169233-169226	25	3000-09 1 YR	12/4/2014
2623	2013	RSH	2013 LOCKBOX ENVELOPES SORTED BY NUMBER STAMP 12/5/13-12/6/13 902722-902600, 960559-960514, 264043-263846, 168708-168615, 169587-169577, 169322-169319, 169575-169564, 169610-169588, 903110-902969, 264673-264423, 171091-171036, 171035-171011, 170896-170664, 169563-169441, 169440-169299	25	3000-09 1 YR	12/6/2014
2624	2013	RSH	2013 LOCKBOX ENVELOPES SORTED BY NUMBER STAMP 12/9/13-12/10/13 171149-170897, 960787-960657, 902705-903433, 903432-903288, 903287-903124, 903123-903111, 264236-264170, 264286-264237, 170663-170612, 170611-170561, 170560-170353	25	3000-09 1 YR	12/10/2014

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BOX#	YEAR			SHELF#	RETENTION NUMBER AND YRS	DESTRUCTION	
					TO KEEP IN INVENTORY	DATE	
2625	2013	RSH	2013 LOCKBOX ENVELOPES SORTED BY NUMBER STAMP 12/12/13-12/13/13 027730-027521, 264899-264674, 171243-171152, 171249-171150, 171146-171092, 171321-171283, 171282-171250, 903929-903706, 960899-960788, 960956-960900, 904036-903930, 265048-264900, 027891-027731, 171731-171812, 171660-171436, 171435-171431, 171430-171322, 171711-171661, (MISSING 3 BLANK, 171582-171581, 171465, BLANK)	25	3000-09 1 YR	12/13/2014	
2626	2013	RSH	2013 LOCKBOX ENVELOPES SORTED BY NUMBER STAMP 12/16/13-12/16/13 904064-904037, 761017-960957, 028271-028093, 265523-265426, 265425-265256, 265255-265049, 172256-172221, 1702220-172194, 172174-171986, 171985-171982, 171981-171738, 171737-171732, 172192-172175, (MISSING 172070, 172030, 028052-028051, 027942, BLANK, 171736-171733)	25	3000-09 1 YR	12/16/2014	
2627	2013	RSH	2013 LOCKBOX ENVELOPES SORTED BY NUMBER STAMP 12/17/13-12/18/13 028446-028272, 028625-028447, 265784-265524, 264422-264287, 904358-904301, 904182-904065, 904300-904183, 172685-172627, 172626-172583, 172582-172509, 172508-172414, 172413-172259, 266085-265785, 028837-028626, 990571-990485, 904536-904359, (MISSING 900508, BLANKS, 265952, 028630)	25	3000-09 1 YR	12/18/2014	
2628	2013	RSH	2013 LOCKBOX ENVELOPES SORTED BY NUMBER STAMP 12/18/13-12/20/13 172900-172888, 172750-172740, 172959-172901, 173143-173103, 173102-173064, 173063-172961, 172739-172686, 172887-172751, 266147-266086, 990960-990894, 990892-990850, 990849-90817, 990815-990711, 990710-990609, 990607-990572, 173308-173241, 173239-173146, 173145-173144, 173311-173309, 173425-173313, (MISSING BLANK 173108, 173088-173086, 173065, 172843, 172808, 172795, 172790, 172774, 4 BLANKS, 990893, 990816, 990608, 173240)	24	3000-09 1 YR	12/20/2014	
2629	2013	RSH	2013 LOCKBOX ENVELOPES SORTED BY NUMBER STAMP 12/23/13-12/23/13 174515-174412, 174411-174354, 174353-174268, 174267-174122, 174121-173921, 173919-173799, 174681-174555, 174553-174516, 174589-174500, 961395-961258, 029632-029466, 029465-029284, 029283-029115, 029114-028955, 174655-174636, (MISSING 174215-174211, 174153, 174119, 174078, 174656 (3), 174636, 961396(?) -961314, 961393, 961387, 961350, 961351, 029585, 029265-029263)	24	3000-09 1 YR	12/23/2014	
2631	2012	RSH	2012 TAX CERTIFICATES ABSTRACT #0007-0097 1/1/2012-12/31/2012	29	3000-10 2 YRS	12/31/2014	
2632	2012	RSH	2012 TAX CERTIFICATES ABSTRACT #0101-4600 1/1/2012-12/31/2012	29	3000-10 2 YRS	12/31/2014	
2633	2012	RSH	2012 TAX CERTIFICATES ABSTRACT #4774-8707 1/1/2012-12/31/2012	29	3000-10 2 YRS	12/31/2014	
2634	2012	RSH	2012 TAX CERTIFICATES ABSTRACT #8840-WC 1/1/2012-12/31/2012	29	3000-10 2 YRS	12/31/2014	
2638	2013	RSH	2013 LOCKBOX ENVELOPES SORTED BY NUMBER STAMP 12/22/13-12/23/13 173683-173648, 173798-173756, 173755-173685, 173551-173426, 028954-028838, 266387-266157, 173647-173552, 904855-904538, 904645-904538, 921257-961018, 961234, 904999-905000, 904986-904856, 904950-904951, 904749-904646, (MISSING 173542, 173491-173487, 028894, 028868, 266373, 266343, 266212, 173577, 173583, 173593, 173599, 904775, 961036, 961129, 961142, 961144, 961168, 961210, 961227, BLANK (4), 904986, 905082, 904884, 904936, 904941)	23	3000-09 1 YR	12/22/2014	
2639	2013	RSH	2013 LOCKBOX ENVELOPES SORTED BY NUMBER STAMP 12/23/13-12/26/13 029263-029265, 266692-266447, 266446-266389, 266956, 267173-267025, 267024-266892, 266902 (3), 266891-266693, 174215-174211, 174864-174682, 175103-175076, 175074-174865, 175142-175215, 175217-175277, 175279-175287, 175141-175105, 175483-175414, 175413-175331, 175330-175288, (MISSING 267059-267052, 266818, 266732, 174827, 175075, 175216, 175278)	23	3000-09 1 YR	12/26/2014	
2640	2013	RSH	2013 LOCKBOX ENVELOPES SORTED BY NUMBER STAMP 12/26/13-12/27/13 961629-961396, 267461-267174, 267664-267462, 029802-029633, 029971-029803, 905460-905365, 905364-905250, 905249-905150, 905149-905084, 991169-990964, 961691-961635, 030140-030105, 029972-030104, 905906-905775, (MISSING BLANK 029763, 029823, 029903, 905311-905340, 905085, 905112, 905087, 961634, 961630, 905855, BLANK)	23	3000-09 1 YR	12/27/2014	
2641	2013	RSH	2013 LOCKBOX ENVELOPES SORTED BY NUMBER STAMP 12/27/13-12/27/2013 175484-175642, 175643-175858, 175990-175862, 175861-175859, 176140-176046, 175045-175991, 268087-267985, 267983-267774, 267665-267726, 267773-267727, 905687-905774, 905655-905579, 905578-905461, 030828-030542 (MISSING 267925 & 267850)	23	3000-09 1 YR	12/27/2014	
2642	2013	RSH	2013 LOCKBOX ENVELOPES SORTED BY NUMBER STAMP 12/30/13-12/30/13 9961267-991170, 962189-961933, 961932-961887, 961886-961692, 906086-905907, 905993 (2), 030541-030193, 030192-030141, 176817-176723, 176722-176673, 176277-176141, 176473-176278, 176636-176474, 176672-176637 (MISSING 962065-962063, 961898-961897, 961721, 906066, 906020, 905979-905960, 030476-030453, 030452, 030451, 030262, 030220-030209, 176407-176410, 176572)	23	3000-09 1 YR	12/30/2014	
2643	2013	RSH	2013 LOCKBOX ENVELOPES SORTED BY NUMBER 12/30/13-12/31/13 268401-268306, 268305-268229, 268225-268088, 991632-991424, 991423-991268, 962491-962328, 962327-962190, 906384-906311, 906310-906197, 906197-906087, 031080-030941, 030939-030830, 268772-268571, 268570-268462, 177066-176978, 176977-176912, 176911-176855, 176854-176818, 177139-177083, (MISSING 268393-268374, 268282-268258, 268168, 1 BLANK, 991346, 962349-962372)	23	3000-09 1 YR	12/31/2014	
2644	2013	RSH	2013 LOCKBOX ENVELOPES SORTED BY NUMBER 1/2/14-1/2/14 178067-178006, 178005-177904, 177903-177850, 177849-177827, 177825-177719, 177718-177543, 177542-177381, 177380-177253, 177252-177140, 369273-268993, 268992-268930, 268929-268773, 031502-031276, 031275-031081, 962792-962586, 962585-962492 (MISSING 177819, 177747, 177517, 269253, 268909, 268774, 962662-962663)	23	3000-09 1 YR	1/2/2015	
2645	2013	RSH	2013 LOCKBOX ENVELOPES SORTED BY NUMBER 1/2/14-1/3/14 906733-906576, 906575-906385, 906793-906734, 992300-992092, 992091-991838, 991837-991633, 963026-962902, 962901-962793, 031957-031835, 031834-031663, 031662-031503, 269783-269703, 269702-269558, 269557-269459, 269373-269274, (2 BLANKS) (MISSING 992229, 906488, 992197, 992184, 992054, 991911-991907, 991914, 991898, 962962, 962714, 031858, 269716, 269345, 269388, 2692592-269291)	23	3000-09 1 YR	1/3/2015	
2646	2013	RSH	2013 LOCKBOX ENVELOPES SORTED BY NUMBER 1/3/14-1/6/14 178860-178829, 178828-178767, 178766-178704, 178703-178646, 178645-178570, 178569-178507, 178500-178369, 178368-178251, 178250-178068, 179334-179235, 179234-179105, 179104-179028, 179027-178861, 032179-032087, 032086-031976, 031975-031958, (MISSING 178506-178501, 5 BLANKS, 178240, 178165, 178080, 179247, 179216, 179979-179977)	23	3000-09 1 YR	1/6/2015	

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BOX#	YEAR			SHELF#	RETENTION NUMBER AND YRS	DESTRUCTION	
					TO KEEP IN INVENTORY	DATE	
2649	2012	RSH	2012 33.07 & 33.11 WITH OR WITHOUT FORWARDING ADDRESS-2012 33.11 NOTICE WITH OR WITHOUT FORWARDING 1/14/13, 1/23/13, 3/6-3/8/13, 3/11-3/14/13, 3/17-3/18/13, 3/28/13, 5/20/13, 5/23/13, 5/29/13, 6/4/13, 6/6/13, 6/12/13, 6/14/13, 6/28/13, 7/1-7/2/13, 7/31/13, 9/4/13, 9/23/13, 10/3/13, 10/7/13, 10/17/13; 2012 33.07 NOTICE WITH OR WITHOUT FORWARDING 6/24-6/26/13, 7/1-7/3/13, 7/8-7/9/13, 7/11-7/13/13, 7/15-7/18/13, 7/22-7/23/13, 7/25-7/27/13, 7/29/13, 8/5/13, 8/7/13, 8/13/13, 8/16/13, 8/26-8/28/13, 9/3-9/4/13, 9/9-9/11/13, 9/25/13, 11/19/13, 3/19/14; TEMPORARILY AWAY 5/31/13 THRU 5/29/14	9	3000-09 1 YR AFT RTN	5/29/2015	
2653	2013	COL	2013 DELINQUENT FILE BACK-UP 1/1/2013-12/31/2013	26	3000-05 1 YR	12/31/2014	
2663	2013	COL	2013 RESALES CS #92-DCV-78710- 07-DCV-160223 TR 1	15	3000-19 AV	CONTACT SUPERVISOR	
2664	2013	COL	2013 RESALES CS #07-DCV-160223 TR 2-12-DCV-195710 TR 3	15	3000-19 AV	CONTACT SUPERVISOR	
2665	2013	COL	2013 RESALES CS #91,394-11-DCV-194660	15	3000-19 AV	CONTACT SUPERVISOR	
2668	2013	COL	2013 JAGUAR BACKUP & REPORTS 12/16/13-1/7/14	14	3000-09 1 YR	1/7/2015	
2669	2013	COL	2013 JAGUAR BACKUP & REPORTS 1/7/14-1/14/14	14	3000-09 1 YR	1/14/2015	
2670	2013	COL	2013 JAGUAR BACKUP & REPORTS 1/14/14-1/17/14	14	3000-09 1 YR	1/17/2015	
2671	2013	COL	2013 JAGUAR BACKUP & REPORTS 1/21/14-1/23/14	14	3000-09 1 YR	1/23/2015	
2672	2013	COL	2013 JAGUAR BACKUP & REPORTS 1/23/14-1/31/14	14	3000-09 1 YR	1/31/2015	
2673	2013	COL	2013 JAGUAR BACKUP & REPORTS 1/31/14-2/4/14	14	3000-09 1 YR	2/4/2015	
2674	2013	COL	2013 JAGUAR BACKUP & REPORTS 2/4/14-2/5/14	14	3000-09 1 YR	2/5/2015	
2675	2013	COL	2013 JAGUAR BACKUP & REPORTS 2/6/14-2/7/14	14	3000-09 1 YR	2/7/2015	
2676	2013	COL	2013 JAGUAR BACKUP & REPORTS 2/10/14-3/11/14	14	3000-09 1 YR	3/11/2015	
2677	2013	COL	2013 JAGUAR BACKUP & REPORTS 2/17/14-4/11/14	14	3000-09 1 YR	4/11/2015	
2678	2013	COL	2013 JAGUAR BACKUP & REPORTS 4/15/14-5/22/14	14	3000-09 1 YR	5/22/2015	
2680	2013	RSH	2013 LOCKBOX ENVELOPES SORTED BY NUMBER STAMP 1/6/14-1/7/14 269892-269845, 269844-269784, 270449-270382, 270379-257294, 270293-270215, 270214-270102, 270101-269893, 270734-270672, 270671-270450, 906255-963123, 963122-963027, 992900-992835, 992832-992717, 992716-992654, 991653-992556, 992555-992437, 992436-992363, 992362-992301, 271044-270735, 032373-032181, (MISSING 270326, BLANK, 270453, 963212, 963178, 963083, BLANK, 992838, 992839, 992672, 271033-270870, BLANK, 270841, 270756, 032372)	14	3000-09 1 YR	1/7/2015	
2681	2013	RSH	2013 LOCKBOX ENVELOPES SORTED BY NUMBER STAMP 1/7/14-1/7/14 907425-907363, 907362-907274, 907273-907182, 907180-907032, 907031-906904, 993428-993286, 993285-993031, 963591-963487, 963486-963406, 96350-963289, 963288-963256, 180041-179972, 179971-179814, 179567-179441, 179440-179335, 179813-179628, 993030-992901, 179672-179568, (MISSING 907389, 907392 (2), 907286 (2), 907282, 907037, 907055, 906999, 907000, 963304-963305, 179941, 179402, 179657, 179667-179672, 179704, 179669-179567	14	3000-09 1 YR	1/7/2015	
2682	2013	RSH	2013 LOCKBOX ENVELOPES SORTED BY NUMBER STAMP 1/8/14-1/9/14 180268-180205, 180204-180166, 180165-180042, 271117-271074, 271073-271045, 907503-907473, 907472-907426, 963658-963592, 032435-032375, 907955-907792, 907791-907646, 907645-907504, 963763-963662, 032539-032436, 180580-180472, 180471-180269, 180313-180307, 271366-271118, 271466-271367, (MISSING 907908, 907699-907734, 963678-963679, 963692, 963703, BLANK, 032455-032454, 180303-180313, 271313-271311, 271274, 271152, 271134, 271388-271386	14	3000-09 1 YR	1/9/2015	
2683	2013	RSH	2013 LOCKBOX ENVELOPES SORTED BY NUMBER STAMP 1/10/14-1/13/14 994076-993965, 993964-993822, 993821-993680, 993679-993578, 993577-993429, 963814-963764, 908142-908038, 908037-907956, 271658-271467, 180740-180581, 03579-023540, 181004-180907, 180906-180817, 180816-180791, 180789-180741, 032744-032580, 032819-032745, 963864-963815, 180616-180599, (MISSING 994065, 993963-993962, 9937952, 993770-993769, 993624, 963786, 180686, 180599, 180616-180600, 2 BLANK, 180908-180911, 180862-180873, BLANK, 180764, BLANK)	14	3000-09 1 YR	1/13/2015	
2684	2013	RSH	2013 LOCKBOX ENVELOPES SORTED BY NUMBER STAMP 1/13/14-1/14/2014 994242-994178, 994177-994133, 994128-994098, 994097-994077, 908555-908439, 908438-98366 (2), 908364-908305, 908304-908145, 271963-271832, 271831-271659, 963915-963866, 908771-908685, 908684-908557, 181585-181443, 181439-181294, 181293-181146, 181145-181005, 032900-032820, 272353-272194, 272193-271964, (MISSING 271929, 271686, 181452, 181434, 181237, 181060, 181046, 272319, 271997, 272050)	14	3000-09 1 YR	1/14/2015	
2685	2013	RSH	2013 LOCKBOX ENVELOPES SORTED BY NUMBER STAMP 1/17/14-1/21/14 994389-994319, 964330-964234, 909663-909578, 909577-909473, 909472-909338, 272853-272537, 272945-272921, 182705-182545, 182544-182416, 182415-182395, 183435-183231, 183230-183067, 183066-182921, 182920-182921, 182795-182706, (MISSING 994380, 964279, 964271, 909381, 272674-272673, 272272, 182624, BLANK, 183329, 3 BLANKS, 182793, 182716, 3 BLANKS)	14	3000-09 1 YR	1/21/2015	
2686	2013	RSH	2013 LOCKBOX ENVELOPES SORTED BY NUMBER STAMP 1/21/14-1/22/14 964571-964331, 910061-909959, 909957-909894, 909893-909769, 909767-909665, 273197-272976, 272975-272854, 964622-964572, 910381-910264, 910263-910153, 910152-910062, 273522-273198, 183730-183584, 183583-183436, (MISSING 964346, 964496, 964512, 909739-909741, 273076-273075, 272983, 2729214, 910343-910342, 910332, 910234, 910103, 273448, 273389-273391, 273326-273324, 183581, 183523, 2 BLANKS)	14	3000-09 1 YR	1/22/2015	

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BOX#	YEAR			SHELF#	RETENTION NUMBER AND YRS	DESTRUCTION
					TO KEEP IN INVENTORY	DATE
2687	2013	RSH	2013 LOCKBOX ENVELOPES SORTED BY NUMBER STAMP 1/23/14-1/23/14 964955-964897, 964896-964797, 964796-964623, 910810-910769, 910768-910707, 910706-910579, 910577-910494, 910493-910382, 273969-273855, 273854-273523, 184548-184491, 184490-184308, 184307-184303, 184302-184231, 184230-184037, 184036-183923, 183922-183731, 033557-033539, 033538-033344, 033343-033288, 033287-033209, 033208-033091, (MISSING 964954-964953, 3 BLANKS, 964865, 864827, BLANK, 964789-964788, 964781, 964776, 964739, 964727, 964661, 2 BLANKS, 910671, 910565, 910472, 910410, 273949, 273920, 273666-273661, 184538-184536, 184509, 184378-184377, 184267, 184265, 183974, 183921-183920, 183869, 183787, 183749, 033424-033422, 033370-033369, 033357, 033329)	23	3000-09 1 YR	1/23/2015
2688	2013	RSH	2013 LOCKBOX ENVELOPES SORTED BY NUMBER STAMP 1/24/14-1/27/14 911353-911273, 911271-911184, 911183-911100, 910999-910811, 964990-964956, 274284-274124, 274123-273970, 184741-184637, 184636-184610, 184608-184549, 033733-033558, 034278-034138, 034137-033970, 033969-033831, 033833-033793, 033787-33734, 274417-274376, 274375-274285, 965107-965001, 965091-965060, 965058-964991, (MISSING 911327, 911216, 910825, 964956, 274278, 274178, 274038, BLANK, 184632, 187626, 184589, 034120, 033781, 965036, 965021, 965100, 965084-965082, 965051, BLANK)	23	3000-09 1 YR	1/27/2015
2689	2013	RSH	2013 LOCKBOX ENVELOPES SORTED BY NUMBER STAMP 1/27/14-1/28/14 184863-184838, 184836-184743, 185093-184952, 184952-184949, 184946-184926, 184924-184864, 911577-911471, 911469-911354, 911802-911794, 911793-911692, 911691-911578, 911992-911914, 911913-91185, 911853-911803, 994768-994675, 994674-994591, 994590-994464, 994463-994400, 965382-965108, 185195-185130, 185129-185095, 274566-274418, 034425-034377, 034376-034279, (MISSING 184803-184802, 184775, 184999-184980, 184932-184927, 184917, 911430, 911590(2), 911592, 911597, 994551, 994411-994412, 965381, 965379, 965373, 965303 (2)-965302, 965211, 185170, 185189, BLANK, 185098-185095, 2 BLANKS, 274482-274481, 034378, 034368, 034358, 034330, 034294)	29	3000-09 1 YR	1/28/2015
2690	2013	RSH	2013 LOCKBOX ENVELOPES SORTED BY NUMBER STAMP 1/29/14-1/29/14 995003-994769, 965464-965422, 965421-965383, 912226-912115, 912114-911993, 274862-274641, 274640-274368, 185373-185199, 185417-185374, 035126-035034, 035033-034899, 034898-034807, 034804-034780, 034749-034740, 034739-034607, 034606-034426, 034378, 034294 (MISSING 994871, 994738, 994771 (3), 994772 (2), 994770 (3), 965462, 965416-965415, 965407, BLANK, 274705, BLANK, 185283, 185202, 10 BLANK, 185386, 034501)	29	3000-09 1 YR	1/29/2015
2691	2013	RSH	2013 LOCKBOX ENVELOPES SORTED BY NUMBER STAMP 1/30/14-1/30/14 965669-965557, 965556-965465, 996147-996013, 996012-995745, 995744-995674, 995673-995607, 995606-995526, 995525-995358, 995357-995206, 995205-995102, 95101-995004, 912856-912804, 912803-912650, 912649-912413, 912412-912227, 275035-274900, 274899-274863, 185798-185489, (MISSING 965489, 995831, 995697-995692, 995617, 995540, 995519-995516, 995356, 995315, 995309-995308, 995306, 912759-912761, 912411, 912682-912683, 912457, BLANK, 275011, 275007-275006, 275001, BLANK, BLANK)	29	3000-09 1 YR	1/30/2015
2692	2013	RSH	2013 LOCKBOX ENVELOPES SORTED BY NUMBER STAMP 1/30/14-1/31/14 185488-185418, 185741-185623, 185622-185499, 035502-035323, 035322-035182, 035181-035128, 996558-996367, 996366-996148, 965867-965783, 965782-965670, 275305-275226, 913221-913142, 913440-913333, 913331-913222, 913414-913044, 913043-912963, 912962-912857, 275225-275036, 035610-035503, 035757-035611, 186129-186028, 185815-185742, 185949-185911, (MISSING 185463, BLANK, 185613-185598, 185579, 185573, 2 BLANKS, 035264-035265, 996419, 2 BLANKS, 996366-996189, 965843, 965816-965815, 965719, 2 BLANKS, 275285, BLANK, 913200-913199, 913395, 913248-913240, 9413056, 275063, 035598, 2 BLANKS, BLANK, 186104, 186044, 186053, 185800)	29	3000-09 1 YR	1/31/2015
2693	2013	RSH	2013 LOCKBOX ENVELOPES SORTED BY NUMBER STAMP 2/3/14-2/3/14 035784-035782, 035970-035758, 036557-036505, 036504-036416, 036416-036334, 036330-036271, 036270-036117, 036116-035971, 275663-275591, 275571-275527, 275526-275474, 275473-275421, 275420-275306, 185823-185816, 186515-186500, 186499-186485, 186481-186375, 186374-186287, 186286-186191, 186190-186131, 186026-186024, 996944-996728, 996727-996559, 965960-965852, 966099-965962, 035907-035906, 035899, 035938, 036524, 036427-036424, 036337, 036209, 275643-275642, 275619, 275525-275522, 275480, 275448-275447, 275319, 275358, 275348, 185819, 186430, BLANK, 186025, 996738, 966097-966079 (3 EACH),	9	3000-09 1 YR	2/3/2015
2694	2013	RSH	2013 LOCKBOX ENVELOPES SORTED BY NUMBER STAMP 2/3/14-2/4/14 914009-913917, 913915-913834, 913833-913744, 913743-913693, 913692-913620, 913618-913553, 913552-913441, 966298-966175, 966174-966098, 914504-914425, 914424-914348, 914347-914297, 914296-914245, 914244-914204, 914203-914094, 914093-914010, 276001-275954, 275953-275858, 275857-275772, 275771-275664, 275771-275664, 036749-036716, 036715-036693, 036692-036658, 036657-036558, 186843-186781, 186565-186562, 186684-186560, (MISSING 913953, 913959-913960, 914004, 913872, 913709, 913546, 966277, 966176-966153, 966151-966105 (3), 966104 (2)-966103(3), 966102(3)-966101(3), 966100(3), 914162, 275927, 275879-275875(3), 275704-275700, 275742, 275737, 036736, 2 BLANKS)	9	3000-09 1 YR	2/4/2015
2695	2013	RSH	2013 LOCKBOX ENVELOPES SORTED BY NUMBER STAMP 2/4/14-2/21/14 186722-186688, 186556-186516, 186007-185904, 185828-185824, 187068-186993, 189989-186845, 187159-187069, 187225-187166, 187344-187226, 187420-187345, 187486-187421, 187549-187487, 187619-187550, NONE, 187708-187620, MISSING, 187626-187625, 187752-187709, MISSING 187723, 187823-187753, MISSING, 187798-18775, 188099-187965, MISSING, 188017, 187964-187824	9	3000-09 1 YR	2/21/2015
2696	2013	RSH	2013 LOCKBOX ENVELOPES SORTED BY NUMBER STAMP 2/24/14-3/13/14 188385-188286, 188285-188100, MISSING 188231, MISSING 188197, 188178, 188563-188386, 188749-188564, MISSING 188704, 188596-188589, 188574, BLANK, 188921-188750, MISSING 188900, 188886, 188813, 267011-276002, 036770-036750, 914642-914627, 966347-966299, MISSING 966310, 966329, BLANK, 189105-188922, MISSING 188944, 189063-189037, 189202-189106, MISSING 189147, 189265-189203, MISSING 189263, 189316-189266, MISSING 189269, 189366-1893417, MISSING 189351, 189424-189367, MISSING 189385, 036837-036771, MISSING 036787, 036902-036867, 188704, 188589	9	3000-09 1 YR	3/13/2015

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BOX#	YEAR				TO KEEP IN INVENTORY	DATE
2697	2013	RSH	9090589-908964, 908963-908865, 908864-908772, 182012-181817, 181816-181755, 181754-181590, 181589-181586, 032975-032901, 994318-994245, 964233-964156, 909337-909261, 909258-909129, 182394-182301, 182155-182020, 182300-182156, 182019-182013, 272536-272354, 033090-032976, (MISSING 964102, 964113, 963971, 908794, 908834, 181833, 181872, 181796-181794, 181587, 032923, 032907, 182291, 182206, 182181, 2 BLANKS	9	3000-09 1 YR	1/16/2015
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	2004-2005	RSH	LOCKBOX CDS/ VOL 51-120 /JULY 12, 2004-DECEMBER 30, 2005	ACCT SAFE		
			WRITTEN STATEMENTS & CORRESPONDENCE JULY 1ST THROUGH JUNE 30 OF THE FOLLOWING YEAR (2 YEARS)			
			TAX CERTIFICATES & MAP CLEARANCE CERTIFICATES JANUARY 1ST THROUGH DECEMBER 31ST OF SAME YEAR (2 YEARS)			