

Updated	10/12/2015		DESTRUCTION LIST 10/2015			
BOX#	YEAR			SHELF#	RETENTION NUMBER AND YRS	DESTRUCTION DATE
					TO KEEP IN INVENTORY	
1996	2009-2010	ADMIN	2009-2010 ENTITY JURISDICTION FOLDERS JULY 2009-JUNE 2010 GENERAL CORRESPONDENCE	6	1000-26 5 YEARS	7/1/2015
2133	2009	ADMIN	2009 SPECIAL INVENTORY TAX A-B	4	1025-26A+27 FE+5 YRS	9/30/2015
2134	2009	ADMIN	2009 SPECIAL INVENTORY TAX C-GANDER	4	1025-26A+27 FE+5 YRS	9/30/2015
2135	2009	ADMIN	2009 SPECIAL INVENTORY TAX GILLMAN-LEFTGATE	4	1025-26A+27 FE+5 YRS	9/30/2015
2136	2009	ADMIN	2009 SPECIAL INVENTORY TAX LIBERTY-RICHMOND	4	1025-26A+27 FE+5 YRS	9/30/2015
2137	2009	ADMIN	2009 SPECIAL INVENTORY TAX ROADMASTER-TEJAS	4	1025-26A+27 FE+5 YRS	9/30/2015
2138	2009	ADMIN	2009 SPECIAL INVENTORY TAX TEXAN-X/2009 MONTHLY BALANCING & DECLARATION POSTINGS	4	1025-26A+27 FE+5 YRS	9/30/2015
2366	2009-2012		2009-2012 PROPERTY DIGIT/WITTEN TRACKING TAPES-RICHMOND Digit 11/22/10-09/30/12 Written 10/1/11-9/30/12 SUGAR LAND Digit 11/25/09-9/30/12 Written 10/1/11-9/30/12 MO CITY Digit 11/24/09-9/30/12 Written 10/1/11-9/30/12 KATY Digit 12/13/10-9/30/12 Written 10/1/11-9/30/12 NEEDVILLE Digit 11/25/09-9/30/12 Written 10/1/11-9/30/12	13	1025-27 FE + 3 YRS 1025-27c FE +3 YRS	9/30/2015
2367	2010-2012	RSH	2010-2011 INTERNET REQUEST & LOCKBOX RECEIPTS 10/1/2010-9/30/2011/ 2010-2011 MOBILE HOME MONTHLY REPORT FROM TABC 01/2010-08/2011/ 2012 WORK PENDING 4/2012-11/2012	16	**2975-10 4 YRS** 1050-31 1 YR	9/30/2015
2368	2012	RSH	2012 WINE, BEER & LIQUOR CARDS STILL ACTIVE AS OF 09/30/2012 (BOXED BECAUSE NO LONGER USING CARDS FOR LICENSE RENEWAL & INFORMATION)	16	3020-01 1 YR AFTER EXP DATE	9/30/2015
2439	2012-2013	RSH	2012-2013 WRITTEN STATEMENTS A THRU G 07/01/2012-06/30/2013	10A	3000-10 2 YRS	6/30/2015
2440	2012-2013	RSH	2012-2013 WRITTEN STATEMENTS H THRU Q 07/01/2012-06/30/2013	10A	3000-10 2 YRS	6/30/2015
2441	2012-2013	RSH	2012-2013 WRITTEN STATEMENTS R THRU Z 07/01/2012-06/30/2013	10A	3000-10 2 YRS	6/30/2015
2442	2012-2013	RSH	2012-2013 CORRESPONDENCE A THRU E 07/01/2012-06/30/2013	16	3000-12 2 YRS	6/30/2015
2443	2012-2013	RSH	2012-2013 CORRESPONDENCE F THRU K 07/01/2012-06/30/2013	16	3000-12 2 YRS	6/30/2015
2444	2012-2013	RSH	2012-2013 CORRESPONDENCE L THRU O 07/01/2012-06/30/2013	16	3000-12 2 YRS	6/30/2015
2445	2012-2013	RSH	2012-2013 CORRESPONDENCE P THRU S 07/01/2012-06/30/2013	16	3000-12 2 YRS	6/30/2015
2446	2012-2013	RSH	2012-2013 CORRESPONDENCE T THRU Z 07/01/2012-06/30/2013	16	3000-12 2 YRS	6/30/2015
2528	2011-2012	COL	2011-2012 RECEIPT LOG SHEETS 10/1/2011-9/30/2012 (ALL OFFICES)	10	3000-16 FE + 3 YRS	9/30/2015
2532	2012-2013	COL	2012-2013 BEER, WINE & LIQUOR TEMPORARY RECEIPTS & LOG SHEETS 10/01/2012-04/30/2013	10	3050-02 FE + 3 YRS	9/30/2015
2539	2012-PRIOR	RSH	2011-PRIOR WAIVERS A-Z (REQUESTED BY FISCAL END 9/30/2012)/ 2011-2012 LOCKBOX RECEIPTS REPORT	6	3000-16 FE + 3 YRS/1050-54 FE + 3 YRS	09/30/2015
2562	2012	RSH	SYSTEM CORRECTION FOLDERS 8/18/2012-7/31/2012 2007 Supl #81-83; 2008 Supl #85-87; 2009 Supl #41; 2010 Supl #25-26; 2011 Supl #10-13; 2009-2011 Freeze Corrections/Adj Refunds; 1985-1991 Add Back from Uncollectible Roll; NSF Charge Added & Removed; 2011 HCAD Lawsuit; 2008-2011 Lawsuit Corrections (FB); HCAD 2011 atch #9-10; HCAD 2010 Batch #20	6	3000-02 3 YRS	7/31/2015
2563	2012	RSH	SYSTEM CORRECTION FOLDERS 8/2/2012-10/29/2012 2007 Supl #84-86; 2008 Supl #69-70; 2009 Supl #45-46; 2010 Supl #28-30; 2011 Supl #12 & 14-16; MH Lien Release; 2010-2011 Freeze Corrections/Adj Refunds; 1988-2001 Add Back from Uncollectible Roll; NSF Charge Added & Removed; 2011 HCAD Lawsuit; 2008-2011 Lawsuit Corrections (FB); HCAD 2010 #22; HCAD 2009 #34; HCAD 2011 #12; HCAD 2008 #46; 2006 In-House Correction	6	3000-02 3 YRS	10/31/2015
2606	2013	RSH	2013 33.07 NOTICES WITH & WITHOUT FORWARDING ADDRESS 1/13-1/14/14, 1/23/14, 4/30/14, 5/12-5/13/14, 5/22-5/23/14, 5/27-5/29/14, 6/2-6/3/14, 6/6/14, 6/9/14, 6/12/14, 6/17/14, 7/29/14, 8/12/14, 8/15/14, 8/18/14, 8/25/14, 8/26/14, 8/29/14, 9/2/14, 9/15/14, 2/18/14, 9/29/14, 10/3/14, 10/7/14, 11/4/14, 11/21/14, 11/24/14, 12/5/14, 12/22/14, 12/31/14	9	3000-09 1 YR AFT RTN	6/2/2015
2607	2013	RSH	2013 RECEIPTS WITH & WITHOUT FORWARDING ADDRESS 2/17/2014-8/18/2014	9	3000-09 1 YR AFT RTN	8/18/2015
2609	2013	RSH	2013 33.11 NOTICES WITH & WITHOUT FORWARDING ADDRESS 12/10/13, 12/16/13, 2/2/14, 2/24-2/28/14, 3/3-3/7/14, 3/10-3/11/14, 3/14/14, 3/17-3/21/14, 3/24-3/27/14, 3/31-4/1/14, 4/7/14, 4/9/14, 4/11/14, 4/15-4/16/14, 4/21/14, 4/24-4/25/14, 5/2/14, 5/12/14, 5/15/14, 5/22-5/23/14, 6/2/14, 6/12/14, 6/19/14, 6/24/14, 6/30/14, 7/1/14, 8/1/14, 8/18/14 & 8/20/14	9	3000-09 1 YR AFT RTN	8/20/2015
2630	2013	RSH	2013 33.07 NOTICES WITH & WITHOUT FORWARDING ADDRESS 6/2-6/4/14, 6/6/14, 6/9-6/13/14, 6/16-6/20/14, 6/23-6/27/14, 6/30/14, 7/1/14, 7/3/14, 7/7-7/10/14, 7/14/14, 7/23/14, 7/28/14	29	3000-09 1 YR AFT RTN	7/28/2015

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BOX#	YEAR				TO KEEP IN INVENTORY	DATE
2647	2013-PRIOR	RSH	<p>2013-PRIOR MISC RETURN MAIL-2013 OCT NAME CHG-11/15/13, 11/20-11/22/13, 11/25-11/27/13, 12/4/13, 12/9-12/10/13, 1/9/14, 1/22/14, & 6/16/14 1/29/14, 3/14/14, 4/8/14, 4/21/14 & 6/16/14; 2013 NAME CHG 1 2/10-2/11/14, 2/13-2/14/14, 2/18/14, 2/20-2/21/14, 2/24/14, 3/25/14, 3/31/14 & 4/15/14; 2013 NAME CHG 3 4/21/14, 4/24/14, 4/28/14 & 5/28/14; 2013 NAME CHG 5 6/16/14 & 6/26/14; 2013 NAME CHG 11 1/21-1/24-14, 1/27/14, 1/29/14, 2/4/14, 2/6/14, 2/10/14, 2/18/14, 2/21/14 & 3/4/14; 2011 NAME CHG 11 5/2/14; 2013 WALLER NAME CHG 2/10/14; 2013 HCAD NAME CHG 7 4/28/14; 2012 NAME CHG 10/24/13; 2013 DEC NAME/ADDRESS CHG 1/23-1/24/14, 1/27/14, 1/29/14, 2/4/14, 2/18/14 & 3/26/14; 2013 NAME/ADDRESS CHG 2 3/14/14, 3/17-3/19/14, 3/21/14, 3/24/14, 3/31/14, 4/1/14, 4/21/14, 4/25/14 & 5/1/14; 2013 NAME/ADDRESS CHG 4 5/9/14, 5/12/14, 5/15/14, 6/20/14 & 8/18/14; 2013 NAME/ADDRESS CHG 6 7/14/14, 7/16/14, 7/18/14 & 7/23/14; 2013 WCAD NA 8 4/24/14; 2013 HCAD BATCH 3 NAME & ADDRESS CHG 12/11/13; 2013 HCAD NAME & ADDRESS 2 11/25/13; 2013 DEC WALLER CO NAME/ADDRESS CORRECTION 1/9/14, 1/13/14, & 1/21-1/22/14; 2013 HCAD BATCH 3 12/19/13 & 12/23/13; 2013 HCAD SUPP 2 11/12/13 & 12/10/13; 2013 HCAD SUPP 6 4/11/14; 2013 PRORATED LTR 11/18/13; 2011 PRORATED LTR 1/10/14; 2013 CORRECTED TAX STMT 11/18/13; 2013 TAX STMT 11/5/13, 11/13/13, 11/18/13, 11/20-11/23/13, 11/25-11/26/13, 12/4/13, 12/9-12/10-14, 12/13/13, 12/16/13, 12/19/13, 12/23/13, 12/27/13, 1/13-1/16/14, 1/21/14, 1/23-1/24/14, 1/27/14, 1/29/14, 2/6/14, 3/31/14, 4/1/14, 4/7-4/10/14, 4/15-4/16/14, 4/21/14, 4/26/14, 4/30/14 & 5/12/14; 2013 SUPP 5 11/13-11/15/13, 11/18-11/22/13, 11/25-11/27/14, 12/4/14, 12/9-12/11/13, 12/16/13, 12/27/13, 1/24/14 & 3/31/14; 2013 SUPP 6 12/11/13, 12/16/13, 12/18-12/19/13, 12/23/13, 12/26/13, 12/30/13, 1/7-1/8/14, 1/10/14, 1/14-1/15/14 & 7/3/14; 2013 SUPP 7 1/21-1/22/14, 1/30/14 & 2/3/14; 2013 SUPP 8 1/22-1/24/14, 1/27/14, 1/29/14, 1/31/14, 2/3-2/4/14, 2/11/14, 2/18/14 & 3/14/14; 2013 SUPP 9 2/5-2/6/14, 2/10-2/11/14, 2/14/14, 2/24/14, 2/26/14, 4/7/14, 5/12/14 & 6/12/14; 2013 SUPP 10 3/19/14 & 4/1/14; 2013 SUPP 11 4/9/14 & 4/16/14; 2013 SUPP 12 4/30/14, 5/2/14, 5/9/14 & 5/12/14; 2013 SUPP 14 7/9/14, 7/11/14, 7/14-7/15/14, 7/18/14, 7/23/14 & 7/29/14; 2013 SUPP 15 8/8/14; 2012 SUPP 20 11/20/13; 2012 SUPP 21 12/11/13; 2013 DELQ STMT 5/2/14, 6/16/14, 6/20/14, 6/24/14, 6/30/14 & 7/7/14; 2012 DELQ STMT 3/24/14; 2012-2013 DELQ STMT 2/18/14 & 4/28/14; 2011-2013 DELQ STMT 2/7/14; 2006-2012 DELQ STMT W/ REC 10/22-10/23/13, 10/30/13, 11/4-11/5/13 & 4/9/14; 2009 SUPP 68, 2010 SUPP 52, 2011 SUPP 39, 2012 SUPP 30, 2013 SUPP 15 8/18/14; 2010 SUPP 50, 2011 SUPP 37, 2012 SUPP 28, 2013 SUPP 13 6/2/14; 2010 SUPP 51, 2011 SUPP 38, 2012 SUPP 29, 2013 SUPP 14 7/7/14; 2012 SUPP 26, 2013 SUPP 11 4/11/14, 2012 SUPP 28, 2013 SUPP 13 6/16/14; 2012 SUPP 30, 2013 SUPP 15 8/11/14; 2012 SUPP 19 10/25/13; 2012 SUPP 23 1/21/14, 1/24/14, 2/3/14, 2/6/14 & 2/10/14; 2012 SUPP 25 4/1/14; 2011 SUPP 31 12/31/13; 2011 SUPP 37 5/29/14; 2011 COURTESY STMT 10/25/13; 2012 33.07 NOTICE WITH & WITHOUT FORWARDING ADDRESS 10/6/13, 10/23/13, 10/28/13 & 11/15/13; 2004 PURDUE NOTICE OF TAX LIEN 8/7/13</p>	9	3000-09 1 YR AFT RTN	8/31/2015
2648	2014-PRIOR	RSH	<p>2014-PRIOR MISC RETURN MAIL-DELQ STMT 12/21/12, 12/26/12, 1/3-1/4/13, 1/8-1/9/13, 1/14/13, 1/25/13, 2/15/13, 2/19/13, 3/21/13, 3/25-3/26-13, 4/2-4/3/14, 4/8-4/9/13, 4/15-4/16/13, 4/19/13, 4/24/13, 4/30/13, 5/2-5/3/13, 5/9/13, 5/14/13, 5/17/13, 5/23/13, 5/28-5/29/13, 6/4/13, 6/6/13, 6/10/13, 6/12/13, 6/14/13, 6/18/13, 6/20-6/21/13, 6/24/13, 6/28-6/29/13, 7/1/13, 7/5/13, 7/15-7/17/13, 8/6/13, 8/16/13, 8/20/13, 8/26-8/27/13, 9/4/13, 9/9/13, 9/11/13, 9/13/13, 9/25-9/26/13, 10/11/13, 10/15-10/16/13, 10/18/13, 10/25/13, 2/7/14, 2/18/14, 3/24/14, 4/9/14, 6/24/14; 2013 REMINDER 3/10/14, 3/18-3/21/14, 3/24-3/28/14, 3/31-4/6/14, 4/7-4/11/14, 4/14-4/15/14, 4/21/14, 4/24/14, 4/28/14, 4/30/14, 5/8/14, 5/12/14, 5/15-5/16/14, 5/20-5/21/14, 5/26/14, 6/2/14, 6/9/14, 6/11-6/12/14, 6/16/14, 6/19/14, 6/24/14, 6/30/14, 7/1/14, 7/7/14, 7/23/14, 7/31/14, 8/4-8/5/14, 8/7/14, 8/12/14; 2012 TAX STMT 12/3/12, 12/6-12/7/12, 12/10/12, 12/12-12/14/12, 12/17-12/19/12, 12/21/12, 12/26-12/27/12, 1/2-1/4/13, 1/8-1/9/13, 1/14-1/18/13, 1/22-1/24/13, 1/30/13, 2/5/13, 2/12-2/13/13, 2/19/13, 2/21/13, 2/26/13, 3/4/13, 3/18/13, 3/20/13, 6/26/13, 8/5/13, 8/12/13, 8/21-8/22/13, 10/7/13, 10/25/13, 2/21/14, 6/10/14, 6/20/14, 7/14/14; 2012 REMINDER 4/26/13, 4/29/13, 5/28/13, 6/4/13, 6/14/13, 6/18-6/19/13, 6/25/13, 7/2/13, 7/11/13, 7/22/13, 7/31/13, 8/1/13, 8/13/13, 8/16/13, 9/9/13, 9/12/13, 9/17/13, 10/9/13, 10/25/13, 1/13/14, 1/23/14, 4/21/14, 4/30/14, 5/13/14, 5/16/14, 6/6/14; 2012 1ST MAILER 4/29/13, 5/20/13, 5/29/13, 6/4/13, 6/10/14, 6/12/13, 6/14/13, 6/21/13, 6/24/13, 6/28/13, 7/2/13, 7/11/13, 7/15/13, 7/23/13, 8/5/13, 9/12/13, 10/3/13, 11/14/13, 1/3/14, 1/13/14, 4/9/14, 4/30/14, 5/13/14, 5/19/14, 5/22/14</p>	9	3000-09 1 YR AFT RTN	8/14/2015
2679	2013	COL	2013 JAGUAR BACKUP & REPORTS 5/27/14-6/27/14	23	3000-09 1 YR	6/27/2015
2729	2011-PRIOR	RSH	2011-PRIOR PAID ROLLBACK FILES 0003-00-000-0126-901 THRU 0298-00-000-0071-901 10/1/2011-9/30/2012	29	3000-16 FE + 3 YRS	9/30/2015
2730	2011-PRIOR	RSH	2011-PRIOR PAID ROLLBACK FILES 0300-00-001-0000-914 THRU 9409-01-001-0070-906 10/1/2011-9/30/2012	29	3000-16 FE + 3 YRS	9/30/2015
2752	2013	COL	2013 JAGUAR BACKUP & REPORTS 06/30/2014-10/03/2014	24	3000-09 1 YEAR	10/3/2015