

Fort Bend County Tax Office Records Disposition Log

Prepared by Jennifer Brogdon Dept Name: Tax Office – Accounting Date 12/07/15

RMO Approval Signature: *Patsy Schuff* Date 12/9/2015

Submitted to Comm Court by: *Camp Smith* Date 12/9/15

Commissioners Court Agenda Date: 12/15/15

Information from the Records Retention Schedule			Record Data		Disposition Method: See legend below		Enter "X" after approved →		
Record Number	Records Series Title	Retention Period	Description	From-To Dates of Records	Action	Volume/Quantity	Actual Disposition Date	Initial	See Att
GR1025-28	BANKING RECORDS	FE+5 YRS	BANK STATEMENTS FOR TAX, HWY, SIT, & B&L ACCOUNTS	OCT 2009-SEPT 2010	S	4 boxes			
GR1025-28	BANKING RECORDS	FE+5 YRS	CHECK COPIES/STUBS	OCT 2009-SEPT 2010	S	5 boxes			
GR1025-28	BANKING RECORDS	FE+5 YRS	ARMOR CAR RECEIPT BOOKS	OCT 2009-SEPT 2010	R	1 box			
GR1025-30C	LEDGERS, JOURNALS, & ENTRY DOCUMENTATION	FE+5 YRS	DISBURSEMENTS & MONTHLY REPORTS – PROPERTY TAX	OCT 2009-SEPT 2010	R	6 boxes			
GR1025-30C	LEDGERS, JOURNALS, & ENTRY DOCUMENTATION	FE+5 YRS	HIGHWAY DAILY LEDGERS	OCT 2009-SEPT 2010	R	3 boxes			
GR1025-27B	ACCOUNTS RECEIVABLE RECORDS	FE+5 YRS	BEER & LIQUOR REPORTS	OCT 2009-SEPT 2010	R	2 folders			
GR1025-27B	ACCOUNTS RECEIVABLE RECORDS	FE+5 YRS	DAILY BANK DEPOSIT TO CLERK BALANCING – HIGHWAY	OCT 2009-SEPT 2010	R	3 boxes			
GR1025-27A	ACCOUNTS RECEIVABLE RECORDS	FE+3 YRS	DAILY BANK DEPOSIT TO CLERK BALANCING - PROPERTY TAX	OCT 2011-SEPT 2012	R	6 boxes			
GR1025-27A	ACCOUNTS RECEIVABLE RECORDS	FE+3 YRS	PRE-DEPOSIT LISTING/COPIES – PROPERTY TAX	OCT 2011-SEPT 2012	S	2 folders			

Legend
 Retention Period Codes: FE/Fiscal year; AC/See Ret Schedule; US/Until superseded; CE/Calendar year; LA/Life of Asset; AV/Administratively Valuable; PM/Permanent
 Actions: R/Recycling (open records only); S/Shred; B/Burn; P/Pulp; D/Delete electronic records; A/Transfer to Archives; AR/Archival Review needed
 Disposition Date: AFTER NOTIFICATION OF APPROVAL-Date put in recycling; added to locked bin for confidential shredding; deleted; or sent to Archives
 See Att (See Attachment): Put an X in this field if there is an attachment giving more detail about the records being destroyed.

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GR1025-27A	ACCOUNTS RECEIVABLE RECORDS	FE+3 YRS	TAX LOCKBOX REPORTS FROM BANK & BALANCING	OCT 2011-SEPT 2012	R	6 blue binders			
GR1025-27A	ACCOUNTS RECEIVABLE RECORDS	FE+3 YRS	CREDIT CARD REPORTS	OCT 2011-SEPT 2012	S	6 blue binders			
GR1025-27A	ACCOUNTS RECEIVABLE RECORDS	FE+3 YRS	SIT DAILY DEPOSIT TO CLERK BALANCING	OCT 2011-SEPT 2012	R	1 box			
GR1025-27A	ACCOUNTS RECEIVABLE RECORDS	FE+3 YRS	SAFE CASH AUDIT TAPES	OCT 2011-SEPT 2012	R	3 boxes			
GR1025-27A	ACCOUNTS RECEIVABLE RECORDS	FE+3 YRS	REISSUE/REPLACEMENT COPIES	OCT 2011-SEPT 2012	S	1 folder			
GR1025-07A	FINANCIAL REPORTS	FE+3 YRS	NOW INTEREST/FEES REPORT	OCT 2011-SEPT 2012	R	1 folder			
GR1025-31C	TRANSACTION SUMMARIES	2 YRS	TAX ESCROW BALANCING REPORT	OCT 2012-SEPT 2013	R	1 box			
GR1025-31C	TRANSACTION SUMMARIES	2 YRS	TAX TOTAL TAXES DUE REPORT	OCT 2012-SEPT 2013	R	1 box			
TX3000-17	APPLICATION FOR TAX REFUNDS	FE+3 YRS	TAX REFUND APPLICATIONS	OCT 2011-SEPT 2012	S	3 boxes			
TX3000-17	APPLICATION FOR TAX REFUNDS	FE+3 YRS	TAX REFUND APPLICATIONS *WE WILL BE KEEPING AN ELECTRONIC COPY OF THIS RECORD FOR THE FULL RETENTION PERIOD	APR 2015-JUNE 2015	S	1 box			
TX3000-17	APPLICATION FOR TAX REFUNDS	FE+3 YRS	CREDIT CARD REFUND FILES	OCT 2011-SEPT 2012	S	1 box			

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TX3000-11A	TAX COLLECTION, DELINQUENCY & PROPERTY VALUE REPORTS	FE+3 YRS	TAX MONTHLY RECAP	OCT 2011-SEPT 2012	R	1 box			
TX3000-11A	TAX COLLECTIONS, DELINQUENCY & PROPERTY VALUE REPORTS	FE+3 YRS	SIT MONTHLY BALANCE TO SIT SYSTEM	OCT 2011-SEPT 2012	R	1 folder			
TX3000-11	TAX COLLECTION, DELINQUENCY & PROPERTY VALUE REPORTS	FE+3 YRS	QUARTERLY SURVEY OF PROPERTY TAX COLLECTIONS	OCT 2011-SEPT 2012	R	1 folder			
TX3000-12	TAX CORRESPONDENCE	2 YRS	TAX CORRESPONDENCE	OCT 2012-SEPT 2013	S	1 box			
TX3000-16	TAX RECEIPTS	FE+3 YRS	WRITTEN STATEMENT/COPIES RECEIPTS	OCT 2011-SEPT 2012	S	1 folder			
TX3025-06	MOTOR VEHICLE REFUND DOCUMENTATION	AV-4 YRS	HWY OVER/UNDER AND HWY LOG SHEETS	OCT 2010-SEPT 2011	S	1 box			
GR1025-28	BANKING RECORDS	FE+5 YRS	PROPERTY TAX CUSTOMER CHECKS *WE WILL BE KEEPING AN ELECTRONIC COPY OF THIS RECORD FOR THE FULL RETENTION PERIOD	JULY 2014-JUNE 2015	S	6 boxes			
GR1025-28	BANKING RECORDS	FE+5 YRS	RENEWAL CUSTOMER CHECKS *WE WILL BE KEEPING AN ELECTRONIC COPY OF THIS RECORD FOR THE FULL RETENTION PERIOD	AUG 2014-JUNE 2015	S	1 box			
GR1025-27B	ACCOUNTS RECEIVABLE RECORDS	FE+3 YRS	PROPERTY TAX WEEKLY BALANCING TO DISBURSEMENT	OCT 2011-SEPT 2012	R	1 box			
GR1025-31	TRANSACTION SUMMARIES	1YR	DEPOSIT TRANSACTION RECEIPTS	OCT 2013-SEPT 2014	R	2 boxes			

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