

Fort Bend County Tax Office Records Disposition Log

Prepared by Linda L White Dept Name: Research Department Date 01/07/2015
RMO Approval Signature: *Patsy Scheel* Date 1/13/16
Submitted to Comm Court by: *Carrie Swatt* Date 1/13/16
Commissioners Court Agenda Date: 1/26/16

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
*GR1025-27a	ACCOUNTS RECEIVABLE RECORDS	FE of date of receipt + 5 yrs for school district; FE + 3 yrs for other governments	Daily property posting including : bill copies or stubs, statements, envelopes, check stubs and daily balancing reports. **we will be keeping an electronic copy of this record for the full retention period**	04/13/2015 Thru 08/06/2015	S	BOX #1611 -1652 41 BOXES			

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Retention Period Codes: FE/Fiscal year; AC/See Ret Schedule; US/Until superseded; CE/Calendar year; LA/Life of Asset; AV/Administratively Valuable; PM/Permanent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.