

Fort Bend County Tax Office Records Disposition Log

Prepared by Jennifer Brogdon Dept Name: Tax Office - Accounting Date 4/4/14
 RMO Approval Signature: *Patsy Schultz* Date 4-11-16
 Submitted to Comm Court by: *Cheryl Swatt* Date 4/11/16
 Commissioners Court Agenda Date: 4/26/2016

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	Property Tax Customer Checks *We will be keeping an electronic copy of this record for the full retention period	Oct 2015- Dec 2015	S	4 BOXES			
GR1025-28	Banking Records	FE + 5 YRS	Highway Renewal Customer Checks *We will be keeping an electronic copy of this record for the full retention period	Oct 2015- Dec 2015	S	½ BOX			
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	Oct 2015 – Dec 2015	S	3 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 Retention Period Codes: FE/Fiscal year; AC/See Ret Schedule; US/Until superseded; CE/Calendar year; LA/Life of Asset; AV/Administratively Valuable; PM/Permanent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.