Fort Bend County Tax Office Records Disposition Log

Prepared by: Raquel Arredondo Dept Name: Research Date: 04/28/2016

RMO Approval Signature: Patsy Schultz Date 5/13/16

Submitted to Comm Court by: Carrie Surratt Date 5/13/16

Commissioners Court Agenda Date: MAY 24, 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
*GR1025-27a	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**	08/07/2015 thru 12/15/2015	S	BOX #1653-1690			

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Retention Period Codes: FE/Fiscal year; AC/See Ret Schedule; US/Until superseded; CE/Calendar year; LA/Life of Asset; AV/Administratively Valuable; PM/Permanent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