

# Fort Bend County Tax Office Records Disposition Log

Prepared by Lori Matula Dept Name: Tax Research Date 05/27/2016

RMO Approval Signature: *Patsy Schultz* Date 5/27/16

Submitted to Comm Court by: *Carrie Sumatt* Date 6/1/16

Commissioners Court Agenda Date: 6/7/2016

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
TX3000-02	Appraisal Rolls, Amendments, and Notices	3 years	2011-2012 SUPPLEMENT PROCESSING FOLDERS 2011 HCAD BATCH 3-19/ 2012 HCAD BATCH 2-8	11/1/2012 – 05/31/2013	S	1			
TX3000-02	Appraisal Rolls, Amendments, and Notices	3 years	System Correction Folders - 2007 Supl #88-89; 2008 Supl #71-73; 2009 Supl #47-48; 2010 Supl #31-33; 2011 Supl #17-20; 2012 Supl #4-8; 2012 Freeze Corrections/Adj Refunds; NSF Charge Removed; 2005-2012 Lawsuit Corrections (FB); HCAD 2011 #14-15; HCAD 2012 Name Change #3; WCAD 2012 Supl #5	11/6/2012 - 12/31/2012	S	1			
TX3000-02	Appraisal Rolls, Amendments, and Notices	3 years	System Correction Folders - 2008 Supl #74-75; 2209 Supl #50; 2010 Supl #34-35; 2011 Supl #21-22; 2012 Supl #7-10; Ceiling Cert/Freeze Corrections; Stop Payment Charge/ NSF Charge Removed; 2008 thru 2012 Lawsuit Corrections (FB)	1/2/2013 - 2/12/2013	S	1			
TX3000-02	Appraisal Rolls, Amendments, and Notices	3 years	System Correction Folders - 2008 Supl #75-76; 2009 Supl #51-52; 2010 Supl #35-37; 2011 Supl #22-24; 2012 Supl #9-12; Ownership Change; Ceiling Cert/Freeze Corrections; Returned Check Fee/NSF Charge Removed; WCAD 2012 Supl #6-8; HCAD 2012 Supl #6-7; 2011 HCAD paper change; BYRS HCAD Supl #18; HCAD Lawsuit	2/13/2013 - 4/15/2013	S	1			

**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Retention Period Codes: FE/Fiscal year; AC/See Ret Schedule; US/Until superseded; CE/Calendar year; LA/Life of Asset; AV/Administratively Valuable; PM/Permanent  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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TX3000-02	Appraisal Rolls, Amendments, and Notices	3 years	2011 Freeze Corrections & Prorated Corrections Supl # 1, 2, 3, & 4	10/26/2011	S	1			
TX3000-02	Appraisal Rolls, Amendments, and Notices	3 years	2012 Freeze Corrections	10/24/2012	S	1			
TX3000-09	Tax Bills or Statements	1 year	2014 1st Mailer Statements Return Mail with & without forwarding Address	11/17/2014 - 3/26/2015	S	7			
TX3000-09	Tax Bills or Statements	1 year	33.11 Notices Return Mail with & without forwarding Address	1/20/2015 - 4/20/2015	S	1			
TX3000-09	Tax Bills or Statements	1 year	2014 Reminder Statements Return Mail with & without forwarding Address	2/27/2015 - 7/20/2015	S	3			
TX3000-09	Tax Bills or Statements	1 year	Return Mail With & Without Forwarding Address	1/15/2015 - 5/27/2015	S	1			
TX3000-09	Tax Bills or Statements	1 year	2014 Lock Box Envelopes	3/12/2014 - 2/2/2015	S	10			
TX3000-09	Tax Bills or Statements	1 year	2014 Jaguar Backup & Reports	10/7/2014 - 5/29/2015	S	66			
TX3000-10	Tax Certificate Records	2 years	2012- 2013 Map Clearance Certificates	1/1/2013 - 12/31/2013	S	18			
TX3000-10	Tax Certificate Records	2 years	Deposit Proof Summaries & Voided Tax Certificates	1/1/2013 - 12/31/2013	S	1			
TX3000-12	Tax Correspondence	2 years	2013 Duplicate payments letters	1/1/2013 - 12/31/2013	S	3			
TX3000-12	Tax Correspondence	2 years	2013 Misc. letters	1/1/2013 - 12/31/2013	S	3			
TX3000-12	Tax Correspondence	2 years	2013 General Correspondence	1/1/2013 - 12/31/2013	S	3			

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TX3000-12	Tax Correspondence	2 years	2013 Tax Statement Requests	1/1/2013 – 12/31/2013	S	1			
TX3000-12	Tax Correspondence	2 years	2012 – 2013 Faxes	10/1/2012 – 12/31/2013	S	1			
TX3000-12	Tax Correspondence	2 years	2013 Mortgage Request/Payment backup	10/29/2013 – 1/31/2014	S	1			
GR1000-34	Public Information ACT Request	1 year	Open Records Request	1/1/2013 – 12/31/2014	S	1			
GR1025-27	Accounts Receivable Records	FE + 3years	2007 – 2012 Express Mail Log Sheets	7/02/2007 – 12/31/2012	S	1			

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