

Fort Bend County Tax Office Records Disposition Log

Prepared by Gladys Munoz / Alma Rodriguez Dept Name: Auto Dept Date 07/06/2016

RMO Approval Signature: Patsy Schultz Date 7/6/16

Submitted to Comm Court by: Carrie Swrath Date 7/6/16

Commissioners Court Agenda Date: July 12, 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
TX3025-03b	Motor Vehicle Affidavits & Applications	2 years	2012 Permits	Jan1, 2012 –Dec 31, 2012	R	7 boxes			
TX3025-03b	Motor Vehicle Affidavits & Applications	2 years	2012 Title Service forms	Jan 1, 2012- Dec 31, 2012	R	1 box			

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Retention Period Codes: FE/Fiscal year; AC/See Ret Schedule; US/Until superseded; CE/Calendar year; LA/Life of Asset; AV/Administratively Valuable; PM/Permanent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