

# Fort Bend County Tax Office Records Disposition Log

Prepared by Gladys Munoz/ Alma Rodriguez Dept Name: Auto Dept Date 08/15/2016  
 RMO Approval Signature: *Gatya Schultz* Date 8-16-16  
 Submitted to Comm Court by: *Cherie Swartz* Date 8/17/16  
 Commissioners Court Agenda Date: AUGUST 23, 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	2013 Permits	Jan1, 2013 - Dec 31, 2013	R	5 boxes			
TX3025-03b	Motor Vehicle Affidavits & Applications	2 years	2013 Title Service forms	Jan 1, 2013 - Dec 31, 2013	R	1 box			
TX3025-03b	Motor Vehicle Affidavits & Applications	2 years	2012 Replacements	Jan 1, 2012 - Dec 31, 2012	R	5 boxes			
TX3025-03b	Motor Vehicle Affidavits & Applications	2 years	2013 Replacements	Jan 1, 2013 - Mar 31, 2013	R	1 box			
TX3025-03b	Motor Vehicle Affidavits & Applications	2 years	2013 Replacements	June 1, 2013 - Aug 31, 2013	R	1 box			
TX3025-03b	Motor Vehicle Affidavits & Applications	2 years	2012 2290 Heavy Use/VTR-275/Special plate permission slip/farm apps/seasonal permit app	Jan 1, 2012 – Dec 31, 2012	R	4 boxes			
TX3025-03b	Motor Vehicle Affidavits & Applications	2 years	2013 2290 Heavy Use/VTR-275/Special plate permission slip/farm apps/seasonal permit app	Jan 1, 2013 – April 30, 2013	R	2 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*Retention Period Codes:* FE/Fiscal year; AC/See Ret Schedule; US/Until superseded; CE/Calendar year; LA/Life of Asset; AV/Administratively Valuable; PM/Permanent  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.