

Fort Bend County Tax Office Records Disposition Log

Prepared by Jennifer Brogdon Dept Name: Tax Office - Accounting Date 1/03/17  
RMO Approval Signature: Patsy Schupp Date 1/4/17  
Submitted to Comm Court by: Carrie Small Date 1/4/17  
Commissioners Court Agenda Date: JANUARY 10, 2017

| 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<br>*We will be keeping an electronic copy of this record for the full retention period    | July 2016-Sept 2016      | S                                    | 1/2 BOX         |                            |         |         |
| GR1025-28                                       | Banking Records             | FE + 5 YRS       | Highway Renewal Customer Checks<br>*We will be keeping an electronic copy of this record for the full retention period | July 2016-Sept 2016      | S                                    | 1/2 BOX         |                            |         |         |
| TX3000-17                                       | Application For Tax Refunds | FE + 3 yrs       | Tax Refund Applications<br>*We will be keeping an electronic copy of this record for the full retention period         | July 2016-Sept 2016      | S                                    | 2 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.