

Fort Bend County Tax Office Records Disposition Log

Prepared by Alma Rodriguez Dept Name: Auto Dept Date 1/4/2017
RMO Approval Signature: Patsy Schull Date 1/6/17
Submitted to Comm Court by: Carie Sumatt Date 1/6/17
Commissioners Court Agenda Date: January 24, 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
TX3025-03b	Motor Vehicle Affidavits & Applications	2 years	2013 Permits	Jan 1, 2013 – Feb 28, 2013	R	1 Box			
TX3025-03b	Motor Vehicle Affidavits & Applications	2 years	2013 Permits	August 1, 2013-Oct 31, 2013	R	1 Box			
TX3025-03b	Motor Vehicle Affidavits & Applications	2 years	2013 Permits	Dec 1, 2013 – Dec 31, 2013	R	1 Box			
TX3025-03b	Motor Vehicle Affidavits & Applications	2 years	2013 Replacements	Apr 1, 2013 – June 30, 2013	R	1 Box			
TX3025-03b	Motor Vehicle Affidavits & Applications	2 years	2013 Replacements	Aug 1, 2013 – Dec 31, 2013	R	2 boxes			
TX3025-03b	Motor Vehicle Affidavits & Applications	2 years	2012 2290 Heavy Use/VTR-275/Special plate permission slip/farm apps/seasonal permit app	April 1, 2013 - Nov 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Retention Period Codes: FE/Fiscal year; AC/See Ret Schedule; US/Until superseded; CE/Calendar year; LA/Life of Asset; AV/Administratively Valuable; PM/Permanent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.