

Fort Bend County Tax Office Records Disposition Log

Prepared by Jennifer Brogdon Dept Name: Tax Office - Accounting Date 3/31/17
RMO Approval Signature: *Patsy Schults* Date 3/28/17
Submitted to Comm Court by: *Janice Surratt* Date 3/28/17
Commissioners Court Agenda Date: *April 4, 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 *We will be keeping an electronic copy of this record for the full retention period	Oct 2016-Dec 2016	S	2 cabinet drawers			
TX3000-17	Application For Tax Refunds	FE + 3 yrs	Tax Refund Applications *We will be keeping an electronic copy of this record for the full retention period	Oct 2016 – Dec 2016	S	3 FOLDERS			
GR1025-28	Banking Records	FE + 5 yrs	Remote Deposit Tax Customer Checks *We will be keeping an electronic copy of this record for the full retention period	Oct – Dec 2016	S	1 cabinet drawer			
GR1025-28	Banking Records	FE + 5 yrs	Remote Deposit Hwy Customer Checks *We will be keeping an electronic copy of this record for the full retention period	Oct – Dec 2016	S	2 cabinet drawers			

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Retention Period Codes: FE/Fiscal year; AC/See Ret Schedule; US/Until superseded; CE/Calendar year; LA/Life of Asset; AV/Administratively Valuable; PM/Permanent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