

Fort Bend County Tax Office Records Disposition Log

Prepared by Jennifer Brogdon Dept Name: Tax Office - Accounting Date 5/02/17

RMO Approval Signature: *Patsy Schult* Date 5-3-17

Submitted to Comm Court by: *Carrie Surratt* Date 5/3/17

Commissioners Court Agenda Date: May 9, 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 | Jaguar Property Tax Customer Checks *We will be keeping an electronic copy of this record for the full retention period | January 2017 | S | 2 cabinet drawers | | | |
| GR1025-28 | Banking Records | FE + 5 yrs | Jaguar Hwy Customer Checks *We will be keeping an electronic copy of This record for the full retention period | January 2017 | S | 1 cabinet drawer | | | |
| 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 | January 2017 | 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 | January 2017 | 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 | January 2017 | S | 1 cabinet drawers | | | |
| GR1025-28 | Banking Records | FE + 5 YRS | Remote Deposit B&L and SIT Customer checks *We will keep an electronic copy of this record for the full retention period | Oct 2016 – January 2017 | S | 1/2 cabinet drawer | | | |

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Retention Period Codes: FE/Fiscal year; AC/See Ret Schedule; US/Until superseded; CE/Calendar year; LA/Life of Asset; AV/Administratively Valuable; PM/Permanent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