

Fort Bend County Tax Office Records Disposition Log

Prepared by Jennifer Brogdon Dept Name: Tax Office - Accounting Date 6/01/17

RMO Approval Signature: *Janet Gubartsky* Date 6-2-17

Submitted to Comm Court by: *Carrie Surratt* Date 6/2/17

Commissioners Court Agenda Date: *June 13, 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	February 2017	S	1/2 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	February 2017	S	1/4 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	February 2017	S	1 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	February 2017	S	2 1/2 small boxes			
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	February 2017	S	5 small boxes			
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	February 2017	S	1 box			

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Retention Period Codes: FE/Fiscal year; AC/See Ret Schedule; US/Until superseded; CE/Calendar year; LA/Life of Asset; AV/Administratively Valuable; PM/Permanent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