

Fort Bend County Tax Office Records Disposition Log

Prepared by Alma Rodriguez Dept Name: Auto Dept Date 06/15/17  
RMO Approval Signature: [Signature] Date 6/15/17  
Submitted to Comm Court by: Carrie Surnatt Date 6/15/17  
Commissioners Court Agenda Date: June 27, 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	2014 Replacements	Jan 1, 2014 – Dec 31, 2014	R	5 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*Retention Period Codes:* FE/Fiscal year; AC/See Ret Schedule; US/Until superseded; CE/Calendar year; LA/Life of Asset; AV/Administratively Valuable; PM/Permanent  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.