

Fort Bend County Tax Office Records Disposition Log

Prepared by Soledad F. De Los Santos Dept Name: Research Department Date 6/29/2017  
RMO Approval Signature: *Soledad Gutowsky* Date 6/30/17  
Submitted to Comm Court by: *Carrie Sumratt* Date 6/30/17  
Commissioners Court Agenda Date: *July 11, 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
*GR1025-27a	ACCOUNTS RECEIVABLE RECORDS	FE of date of receipt + 5 yrs for school district; FE + 3 yrs for other governments	Daily property posting including : bill copies or stubs, statements, envelopes, check stubs and daily balancing reports.  **we will be keeping an electronic copy of this record for the full retention period**	2/24/2017 Thru 4/3/2017	S	BOX #1864-1901  38 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*Retention Period Codes:* FE/Fiscal year; AC/See Ret Schedule; US/Until superseded; CE/Calendar year; LA/Life of Asset; AV/Administratively Valuable; PM/Permanent  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.