Fort Bend County Tax Office Records Disposition Log

Prepared by Linda L Woodard	Dept Name: Research Department		Date <u>10/04/2017</u>
RMO Approval Signature: Satay 3 de	with a	Date	10-12-17
Millo Approvar signature.			1 1 - 1
Submitted to Comm Court by:	Cet folle	Date	10-12-11
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Commissioners Court Agenda Date:	87,001		

Information from the Records Retention Schedule		Record Data		Disposition Method: See legend below		Enter "X" after approved →		
Records Series Title	Retention Period	Description	From-To Dates of Records	Action	Volume/ Quantity	Actual Disposition Date	Initial	See Att
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**	04/05/2017 THRU 06/29/2017	S	BOX #1902- 1933 32 BOXES			
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	Records Series Title	Records Series Title Records Series Title Period FE of date of receipt + 5 yrs for school district; FE + 3 yrs for other	Records Series Title Records Series Title Period Period Description FE of date of receipt + 5 yrs for school district; FE + 3 yrs for other Period Period Description 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**	Retention Period Period Description Period Description Period Description Records Period Description Records FE of date of receipt + 5 yrs for school district; FE + 3 yrs for other Period Period Description Records Factoria 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 ** **we will be keeping an electronic copy of this record for the full retention period **	Retention Records Series Title Retention Period Fe of date of receipt + 5 yrs for school district; FE + 3 yrs for other Period Description Description 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** Metileger Prom-To Dates of Records Action Formation Period Dates of paths of the full retention period ** Period Dates of Records Action **we will be keeping an electronic copy of this record for the full retention period ** **we will be keeping an electronic copy of this record for the full retention period **	Retention Records Series Title Retention Period ACCOUNTS RECEIVABLE RECORDS Retention Schedule Retention Period From-To Dates of Records Period Description Description 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** Account Date Prom-To Dates of Records Volume/Quantity Volume/Quantity Prom-To Dates of Records Prom-To Dates o	Record Data Retention Period	Record Data Record Data Retention Period

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.