

Fort Bend County Tax Office Records Disposition Log

Prepared by Alma Rodriguez Dept Name: Auto Dept Date 07/17/17
RMO Approval Signature: Patsy Schuff Date 10-18-17
Submitted to Comm Court by: Marney Prock Date 10-18-17
Commissioners Court Agenda Date: 10-24-17

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	2010-2011 Title Service forms	Jan 1,2010- Dec 31, 2011	R	1 box			
TX3025-03b	Motor Vehicle Affidavits & Applications	2 years	2014-Title Service forms	Jan 1, 2014- Dec 31, 2014	R	3 boxes			
TX3025-10a	DISABLED LICENSES OR PLACARDS, APPLICATIONS FOR	4 years	2012-Disabled applications	Jan 1, 2012- Dec 31, 2012	R	1 boxes			
TX3025-10a	DISABLED LICENSES OR PLACARDS, APPLICATIONS FOR	4 years	2011-Disabled applications	Jan 1, 2011- Dec 31, 2011	R	1 boxes			
TX3025-10a	DISABLED LICENSES OR PLACARDS, APPLICATIONS FOR	4 years	2008/2009- Disabled applications	Jan 1, 2008- Dec 31, 2009	R	1 boxes			
TX3025-03b	Motor Vehicle Affidavits & Applications	2 years	2014, 2290 Heavy Use/VTR-275/Special plate permission slip/farm apps/seasonal permit app	Jan 1, 2014 – Dec 31, 2014	R	2 boxes			
TX3025-03b	Motor Vehicle Affidavits & Applications	2 years	2009/2010 Mechanic Lien	Nov 1, 2009-Dec 31, 2010	R	1 box			
TX3025-03b	Motor Vehicle Affidavits & Applications	2 years	2011 Mechanic Lien	Jan 1, 2011-Dec 31, 2010	R	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Retention Period Codes: FE/Fiscal year; AC/See Ret Schedule; US/Until superseded; CE/Calendar year; LA/Life of Asset; AV/Administratively Valuable; PM/Permanent
Disposition Codes: 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.

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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
TX3025-05	MOTOR VEHICLE RECEIPTS	AV /1 year	2014 Batch Inventory Action Report/Customer problems	Jan 1, 2014- Dec 31, 2014	R	2 box			
TX3025-04	MOTOR VEHICLE COLLECTION AND DATA REPORTS	AV /FE+3	2012 Clerk RTS Payment Report/SL, MC,Katy and Needville	Jan 1, 2012-Dec 31, 2012	R	1 box			
TX3025-06a	MOTOR VEHICLE REFUND DOCUMENTATION	AV/ FE+3	2008 State Refund	Jan 1, 2008-Dec 31, 2008	R	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
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