

**FORT BEND COUNTY      FY 2009**  
**COMMISSIONERS COURT AGENDA REQUEST FORM**  
RETURN TO: AGENDA COORD.-COUNTY JUDGE'S OFFICE

DATE SUBMITTED: July 8, 2009

SUBMITTED BY: Patsy Schultz, RTA  
DEPARTMENT: Tax Assessor /Collector  
PHONE NO.: 281-341-3735

AGENDA DATE: July 14, 2009

SUMMARY OF ITEM: 2009 Destruction List – Recycle Tax office documentation per State Archives Retention Schedule

RENEWAL CONTRACT/AGREEMENT:                      YES ( )    NO ( )

REVIEWED BY COUNTY ATTORNEY'S OFFICE    YES ( )    NO ( )

LIST SUPPORTING DOCUMENTS ATTACHED: Destruction list

**FINANCIAL SUMMARY:**

BUDGETED ITEM:    YES     NO

FUNDING SOURCE:    FUND: \_\_\_\_\_ AGENCY \_\_\_\_\_ ORGANIZATION: \_\_\_\_\_ OBJECT: \_\_\_\_\_

REQUIRES AUDITOR TO CERTIFY FUNDS: YES     NO

**Original Form Submitted with back up to County Judge's Office: ( x )**

If by E-Mail to [ospindon@co.fort-bend.tx.us](mailto:ospindon@co.fort-bend.tx.us)

If by fax to (281-341-8609)

Distribute copies with back-up to all listed below. If by fax, send to numbers below:

( x ) Auditor	(281-341-3774)	( x ) Comm. Pct. 1	(281-342-0587)
( x ) Budget Officer	(281-344-3954)	( x ) Comm. Pct. 2	(281-403-8009)
( x ) County Attorney	(281-341-4557)	( x ) Comm. Pct. 3	(281-242-9060)
( ) Purchasing Agent	(281-341-8642)	( x ) Comm. Pct. 4	(281-980-9077)
( x ) County Clerk	(281-341-8697)	( ) Facilities/Planning	(281-633-7022)

**Instructions for submitting an Agenda Request:**

1. Completely fill out agenda form, incomplete forms will not be processed.
2. Email, Fax or inter-office copies of agenda form with all back up information by Wednesday at 2:00 p.m. to Departments listed above.
3. All original back-up must be received in the County Judges Office by 2:00 p.m. on Wednesday.

**RECOMMENDATION / ACTION REQUESTED:**

Please list on consent agenda  
Record in the minutes the disposal of Tax Certificates 7/6/2005 – 6/28/2007 per State Archive Retention Schedule of destruction  
for the office of Patsy Schultz



## COUNTY TAX ASSESSOR / COLLECTOR

Fort Bend County, Texas

Patsy Schultz, RTA  
County Tax Assessor/Collector  
1317 Ransom Road  
Richmond, TX 77469

(281) 341-3710  
Fax (281) 341-9267  
Email: [schulpat@co.fort-bend.tx.us](mailto:schulpat@co.fort-bend.tx.us)  
[www.fortbendcountytax.com](http://www.fortbendcountytax.com)

July 8, 2009

Attn: Karen Stell  
Re: Request to destroy Tax Certificates  
Date Range: 07/06/2005 through 06/28/2007  
Please Destroy Tax Certificates # 1705 through 5503

Thank you,

A handwritten signature in black ink, appearing to read "Joan D. Rumfield".

Joan D. Rumfield  
Tax Research Department