FORT BEND COUNTY FY 2010 COMMISSIONERS COURT AGENDA REQUEST FORM

RETURN TO: AGENDA COORD.-COUNTY JUDGE'S OFFICE

| DATE SUBMITTED: Octobe AGENDA DATE: November | | SUBMITTED BY: Karen S DEPARTMENT: Tax Asse PHONE NO.: 281-341-3723 | ssor /Collector |
|---|--|--|--|
| SUMMARY OF ITEM: 2009 | Destruction List for Tax | x Office; Research | |
| RENEWAL CONTRACT/AGI | REEMENT: | YES() NO() | |
| REVIEWED BY COUNTY AT | TORNEY'S OFFICE | YES() NO() | |
| LIST SUPPORTING DOCUM | ENTS ATTACHED: D | estruction list | |
| FINANCIAL SUMMARY | : | Y | |
| BUDGETED ITEM: | | YES NO | |
| FUNDING SOURCE: | FUND:AG | ENCYORGANIZAT | ΓΙΟΝ:OBJECT: |
| REQUIRES AUDITOR T | | | |
| Original Form Submitted of If by E-Mail to ospindon Distribute copies with back | @co.fort-bend.tx.us | | ax to (281-341-8609 pers below: |
| (x) Auditor (x) Budget Officer (x) County Attorney | (281-341-3774) (281-344-3954) (281-341-4557) | (x) Comm. Pct. 1 (x) Comm. Pct. 2 (x) Comm. Pct. 3 (x) Comm. Pct. 4 | (281-342-0587) (281-403-8009) (281-242-9060) (281-980-9077) |
| Instructions for submitting an | Agenda Request: | | |
| 2. Email, Fax or inter-office Departments listed above | ce copies of agenda form ve. | rms will not be processed. In with all back up information by unty Judges Office by 2:00 p.m. o | |

RECOMMENDATION / ACTION REQUESTED:

Please list on consent agenda

Record in the minutes the disposal of years 1996-2007 Miscellaneous documentation such as Supplement Balancing, Special Inventory, Letter Correspondence, System Corrections, Duplicate Payments, Lockbox Envelopes, etc per State Archive Retention Schedule of destruction for the office of Patsy Schultz

| | | | | SHELF# | SHELF# RETENTION NUMBER AND YRS | DESTRUCTION |
|-----------------|-------------|--|--|---|---|--|
| | | | | | TO KEEP IN INVENTORY | DATE |
| 935 1998 | 3 | 1998 SUPPLE | 1998 SUPPLEMENT BALANCING: ADJUSTED HISTORY TOTALS | 17 | 17 3000-02 3 YRS/ AFTER 10 YRS | 12/31/2008 Per Patsy S 04/01/2009 |
| | RSH | 2003 SPECIAL INVENTORY | INVENTORY | 4 | E+5 Y | 9/30/2009 |
| П | RSH | _ | 2006-2007 LETTER CORRESPONDENCE A-C 07/01/2006-07/01/2007 | 6 | 6 3000-12 2 YRS | 7/1/2009 |
| \Box | RSE | | 2006-2007 LETTER CORRESPONDENCE D-H 07/01/2006-07/01/2007 | 6 | 6]3000-12 2 YRS | 7/1/2009 |
| I | RSH | | 2006-2007 LETTER CORRESPONDENCE I-M 07/01/2006-07/01/2007 | 6 | 6 3000-122YRS | 7/1/2009 |
| \Box | RSH | | 2006-2007 LETTER CORRESPONDENCE M-R 07/01/2006-07/01/2007 | 6 | 6 3000-12 2 YRS | 7/1/2009 |
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| | RSH | | 2006-2007 LETTER CORRESPONDENCE V-Z 07/01/2006-07/01/2007 | 6 | 6 3000-12 2 YRS | 7/1/2009 |
| 1 | RSH | | 2006-PRIOR SYSTEM CORRECTION FOLDERS 04/03/2006 thru 05/25/2006 | 27 | 27 3000-02 3 YRS | 5/25/2009 |
| | RSH | | 2006-PRIOR SYSTEM CORRECTION FOLDERS 05/26/2006 thru 07/18/2006 | 27 | 27 3000-02 3 YRS | 7/18/2009 |
| | RSH | | 2006-PRIOR SYSTEM CORRECTION FOI DERS 07/19/2006 thru 08/22/2006 | 27 | 27 3000-02 3 YRS | 8/22/2009 |
| \Box | RSH | S SOISE SOUCE | | 27 | | 11/6/20091 |
| | COL | 7000-1 1/1017 C | 2006-PRIOR SYSTEM CORRECTION FOLDERS 08/22/2006 thru 11/06/2006 | | 27 3000-02 3 YRS | |
| | COL | 2006-2007 DU | YSTEM CORRECTION FOLDERS 08/22/2006 thru 11/06/2006 PLICATE PAYMENTS A-Z 07/2006-08/2007 | 23 | 27 3000-02 3 YRS 23 3000-12 2 YRS | 8/31/2009 |
| | COL | 2006-2007 DU 2006-2007 GE | 2006-2007 GENERAL CORRESPONDENCE A-L AUG 2006-JULY 2007 | 23 28 | 27 3000-02 3 YRS 23 3000-12 2 YRS 28 3000-12 2 YRS | 8/31/2009 7/31/2009 |
| 1679 2008-PRIOR | | 2006-2007 DU 2006-2007 GE 2006-2007 GE | 2006-2007 GENERAL CORRESPONDENCE M-Z AUG 2006-JULY 2007 | 23 28 28 | 27 3000-02 3 YRS 23 3000-12 2 YRS 28 3000-12 2 YRS 28 3000-12 2 YRS | 8/31/2009 7/31/2009 7/31/2009 |
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| 1764 2007 | RS Z | 2006-2007 GE 2006-2007 GE 2006-2007 GE 2008-PRIOR L 2008-2007 NAME (1228-2007-06720 (1228-2007-06720 | 2006-PRIOR SYSTEM CORRECTION FOLDERS 08/22/2006 thru 11/06/2006 2006-2007 DUPLICATE PAYMENTS A-Z 07/2006-08/2007 2006-2007 DUPLICATE PAYMENTS A-Z 07/2006-08/2007 2006-2007 GENERAL CORRESPONDENCE A-L AUG 2006-JULY 2007 2006-2007 GENERAL CORRESPONDENCE M-Z AUG 2006-JULY 2007 2008-PRIOR LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 04/01/2008-05/30/2008 2008-PRIOR LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 04/01/2020/09/30/2008 2007 NAME/ADDRESS CORRECTION RETURNED MAIL-2006 NIA #4 (10/28/2007-02/28/2008), 2007 NIA #8 (11/20/2007-05/20/2008), 2007 NIA #1 (01/20/2008), 2007 NIA #3 (05/21/2008), 2007 NIA #3 (05/21/2008), 2007 NIA #3 (05/21/2008) | 23 28 28 5 5 5 | 3000-02 3 YRS 3000-12 2 YRS 3000-12 2 YRS 3000-12 2 YRS 3000-09 1 YR AFT RTN 3000-09 1 YR AFT RTN | 8/31/2009 7/31/2009 7/31/2009 5/30/2009 ALL 6/30/2009 |
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