

**FORT BEND COUNTY      FY 2010**  
**COMMISSIONERS COURT AGENDA REQUEST FORM**  
RETURN TO: AGENDA COORD.-COUNTY JUDGE'S OFFICE

DATE SUBMITTED: October 29, 2009

SUBMITTED BY: Karen Stell

AGENDA DATE: November 17, 2009

DEPARTMENT: Tax Assessor /Collector

PHONE NO.: 281-341-3723

SUMMARY OF ITEM: 2009 Destruction List for Tax Office; Research

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 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

