

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

DATE SUBMITTED: November 12, 2009

SUBMITTED BY: Patsy Schultz, RTA

AGENDA DATE: November 24, 2009

DEPARTMENT: Tax Assessor /Collector

PHONE NO.: 281-341-3735

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 Docu-Data scanned Box # 684 thru 691 date range 8-12-2009 thru 9-26-2009 per State Archive Retention Schedule of destruction for the office of Patsy Schultz



## COUNTY TAX ASSESSOR / COLLECTOR

Fort Bend County, Texas

Patsy Schultz  
County Tax Assessor/Collector  
1317 Eugene Heimann Circle  
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)

November 12, 2009

Attn: Karen Stell

Re: Request to destroy deposit folders

Date Range: 08-12-2009 thru 9-26-2009

Please destroy Docu-data box # 684 thru 691. The boxes contain individual folders with daily transactions and other tax documentation from each business day. The boxes have been scanned by The Windward Group to view images electronically on Papervision.

Thank you,

A handwritten signature in black ink, appearing to read "R. Ganey".

Roxann Ganey  
Tax Research Department