

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

DATE SUBMITTED: December 18, 2009

SUBMITTED BY: Patsy Schultz, RTA

DEPARTMENT: Tax Assessor /Collector

AGENDA DATE: January 5, 2010

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 Supplemental, Balancing, Line Item Spending, Tax Certificates, Lockbox listings, Return, miscellaneous other documentation; years 1999- 2008 per State Archive Retention Schedule of destruction for the office of Patsy Schultz

OLD BOOK INVENTORY

CURRENT TAX ROLLS YEAR	DELINQUENT TAX ROLLS YEAR	ERROR-OFFS, DELINQUENCIES, SUPPLEMENTALS/ YEAR	ABSTRACTS YEAR	ABSTRACT OF CITY LOTS YEAR	MISCELLANEOUS ITEMS (BOOKS, PAMPHLETS, ETC.)
1886 & 1887	LATE 1800's/ EARLY 1900's	1919 THRU 1980	1882 THRU 1887	1890 THRU 1903	Richmond Independent School District tax receipts 1921 thru 1934
1888	1885 THRU 1914	1972 THRU 1977	1883 THRU 1887	1898 THRU 1914	(3 books)
1889	1917 THRU 1981		1888 THRU 1893	1912 THRU 1926	
1890	1919 THRU 1920		1888 THRU 1903	1915 THRU 1926	General Fee Book 1932
1891	1919 THRU 1935		1894 THRU 1903	1918 THRU 1915	
1892	1919 THRU 1948		1904 THRU 1910		Abstract of Texas Land Titles (all counties) 1937,1938,1941,1945,
1893	1919 THRU 1953		1904 THRU 1911		1947,1949,1952,1954,1956,1961 (10 books--one per year)
1893 & 1894	1921 THRU 1922		1904 THRU 1914		
1894	1923 THRU 1924		1911 THRU 1917		County Tax Assessor/Collector Instruction Manual
1895	1925 THRU 1926		1918 THRU 1924		(reference dates 1837 thru 1930's)
1896	1927 THRU 1929		1925 THRU 1930		
1897	1930 THRU 1931		1931 THRU 1936		Pomeroy's Code Remedies--book references dates back to 1800's
1898	1932 THRU 1933		1937 THRU 1947		
1899	1936 THRU 1937				Texas Reports Book 1872
1900	1938 THRU 1941				
1901	1939 THRU 1966				Law Book 1800's
1902	1949 THRU 1953				
1903	1954 THRU 1956				General Statue Laws 1859
1904	1954 THRU 1960				
1905	1957 THRU 1959				Reports and Cases in the English Courts of Common Law- 1838
1906	1957 THRU 1960				
1907	1960 THRU 1969				Taxes Collected/ Monthly Report 1897 thru 1903, 1900 thru 1903
1908	1961 THRU 1962				
1909	1961 THRU 1971				Deposit Warrants from State Comptroller and Letters 1953 & 1954
1910	1967 THRU 1971				
1911	1970 THRU 1971				Inheritance tax receipt Stubs 1930's and 1940's
1912	1972 THRU 1974				
1913	1972 THRU 1974				Pamphlet on Occupation Tax Law from Comptroller 1943 and 1949
1914	1975 THRU 1978				
1914					Annual Occupation Tax Receipt Book (2 books) 1930's and 1940's
1915					
1916					
1917					
1918					

CODES FOR INVENTORY LIST

A	ARCOLA
AB	ABATEMENTS
C	CORRESPONDENCE
CERT	CERTIFIED ROLL INFO.
COL	COLLECTIONS
ETR	EFFECTIVE TAX RATE INFO.
KISD	KENDELTON SCHOOL DISTRICT
LAMAR	LAMAR SCHOOL
M	MISCELLANEOUS
NEEDV	NEEDVILLE CITY
PTF	PROBLEM TAXPAYER FILES
RM	RETURNED MAIL
S	SYSTEM CHANGES
TR	TAX ROLL
VIT	SPECIAL INVENTORY
W	WAIVERS
PAYRL	PAYROLL

