

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

DATE SUBMITTED: February 11, 2010

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

AGENDA DATE: February 23, 2010

SUMMARY OF ITEM: 2010 Destruction List – Recycle Tax Office Accounting 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

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 Miscellaneous Accounting documentation to include: Bank Statements, Daily Ledgers, Tax Monthly Recaps, SIT Daily Deposit, Tax Predeposit check copies per State Archive Retention Schedule of destruction for the office of Patsy Schultz

Tax Office Accounting Department Records to be destroyed 2010:

Bank Statements for B&L, Tax, SIT & Highway through September 2004

Check Copies through September 2004

Cancelled checks for B&L, Tax, SIT & Highway through September 2004

Daily Ledgers through September 2004

Tax Weekly Disbursements & Monthly Reports through September 2004

Beer & Liquor Report through September 2004

Tax, SIT & Highway Investments through September 2004

Interest & Fees Reports through September 2006

Tax Monthly Recap file through September 2006

Tax Pre Deposit Listing through September 2006

Tax Backouts & Refunds files through September 2006

Daily Deposit to Teller Balancing Reports through September 2006

SIT Daily Deposit to SIT clerk through September 2006

SIT Monthly Balance to SIT system through September 2006

Tax LockBox Reports from Bank & Balancing through September 2006

Credit Card Reports from Vendor & Balancing through September 2006

Copy of Ledger Sheets & Balancing tapes through September 2006

Quarterly Survey of Property Tax Collections through September 2006

Tax Daily Activity Reports through September 2007

Tax Total Taxes Due Reports(PC) through September 2007

Tax Pre Deposit check copies through September 2007

Reissued & Replacement Copies through September 2007

Correspondence through September 2007