

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

DATE SUBMITTED: March 3, 2010

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

AGENDA DATE: March 9, 2010

SUMMARY OF ITEM: 2010 Destruction List – Recycle Auto 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. 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 June 2003 thru August 2009 Auto documentation such as Permits, Replacements, Authorizations, Title TERP Fees/Reports, - destruction for the office of Patsy Schultz.

DEPARTMENT \_\_\_\_\_ TAX OFFICE \_\_\_\_\_ DEPT # 3 DATE \_\_\_\_\_

**\*MISCELLANEOUS\***  
(Add Forms)

QTY	DESCRIPTION
1	PERMITS JULY-DEC 2007 DESTROY DATE 1/2010
1	REPLACEMENT JAN-FEB DESTROY DATE 1/2010
1	AUTHORIZATION LETTER VTR-52-A (FARM TRUCK/TRL AFF / 2290 / REQ FOR MOTOR
	VEHICLE INFO 2007 DESTROY 1/2010
1	REPLACEMENT MAY-JUNE 2007 DESTROY 1/2010
1	2005 -EFT REPORT TITLES/REBUILT AND INTEREST ON NOW & 2006-EFT REPORTS
1	MONTHLY SALES TAX REPORTS 2006 / 2006-EFT REPORTS SALES TAX TERP
	1%-2.5%-10% INTEREST ON NOW
1	TITLE TERP FEES/REPORTS 8-25-09/9-19-03
1	A-TERP FEES/STATE COMPTROLLER REPORTS 6-30-03/10-3-03
1	REPLACEMENT NOV 2007

DEPARTMENT \_\_\_\_\_ TAX OFFICE \_\_\_\_\_ DEPT # 3 DATE \_\_\_\_\_

"MISCELLANEOUS" (TaxDot Forms)	
QTY	DESCRIPTION
1	REPLACEMENT MAR-APRIL 2007
1	REPLACEMENT OCT 2007
1	TITLE TERP FEES/REPORTS 8-25-09 / 9-19-03
1	TITLE TERP REPORTS 7/28/03
1	PERMITS JAN-JUNE 2007
1	REPLACEMENT JULY-AUG 2007
1	REPLACEMENT DEC 2007
1	REPLACEMENT SEPT 2007
1	TITLE /SHEILA CARTER/STATE REJECT / 12/7/04
1	TITLE/ARSHAD MASOOD REHMAN/STATE REJECT 12/19/2005
1	TITLE/JOHN H MCELHINNEY/COUNTY IN-HOUSE REJECT / 11/30/206

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