

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

DATE SUBMITTED: March 8, 2010

SUBMITTED BY: Patsy Schultz, RTA
DEPARTMENT: Tax Assessor /Collector

AGENDA DATE: March 23, 2010

PHONE NO.: 281-341-3735

SUMMARY OF ITEM: 2010 Destruction List – Recycle Research Department Tax 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 scanned Boxes 731 thru 780 by Winward Group - date range 12/30/09 – 2/11/10 per State Archive Retention Schedule of destruction for the office of Patsy Schultz



COUNTY TAX ASSESSOR / COLLECTOR

Fort Bend County, Texas

PATSY SCHULTZ, RTA
TAX ASSESSOR/COLLECTOR
FORT BEND COUNTY
1317 EUGENE HEIMANN CIR.
RICHMOND, TX. 77469

(281) 341-3710
Fax (281) 341-9267
Email: schulpat@co.fort-bend.tx.us
www.fortbendcountytax.com

March 4, 2010

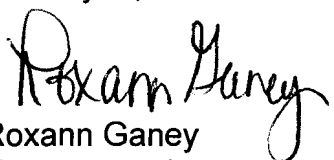
Attn: Karen Stell

Re: Request to destroy deposit folders

Date Range: 12-30-2009 thru 2-11-2010

Please destroy Docu-data box # 731 thru 780. 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,


Roxann Ganey
Tax Research Department