

**NOTICE OF INTENT TO DESTROY SCHEDULED RECORDS
AND CERTIFICATE OF DESTRUCTION
HARRIS COUNTY, TEXAS**



(Pursuant to provisions of Tex. Local Government code, #202.001)

From:

Brian Foster
Records Management Officer
Universal Services
406 Caroline
Houston TX 77002
713-274-9840

&

JUSTICE OF THE PEACE 7-2
Hon. Sharon A. Burney
5300 Griggs Rd.
2nd Floor
Houston, TX 77021

TO:

Commissioners Court

Record Management Committee

We hereby give notice of our intent to dispose of the following records on or after : **01 - 24 - 2023**

These records appear on a records control schedule accepted for filing by the director and librarian of the Texas State Library and all have expired retention periods.

DocuSigned by:

Signature Custodian (Department Head)

Signature Records Management Officer

Concurrence of County Records Management Subcommittee to Review Destruction of County Records

DocuSigned by:

County Auditor's Representative

DocuSigned by:

District Attorney's Representative

Date Approved by Commissioners Court

County Attorney's Representative

U.S. | RECORDS MANAGEMENT CENTER

Date Range: 11/1/2021 - 1/3/2023

Customer: 372 - JUSTICE OF THE PEACE 7-2

Item Type: BOX

Customer Box #	Item Code	Contents Description	Retention Code	To Date	Expire Date
ADM-062	222554	AUDITORS REPORTS DEC 2015	1027-15	12/31/2015	01/01/2022
ADM-066	222558	AUDITORS REPORTS JAN 2016	1027-15	01/31/2016	02/01/2022
ADM-067	222559	AUDITORS REPORTS FEB 2016	1027-15	02/28/2016	03/01/2022
ADM-068	222560	AUDITORS REPORTS MAR 2016	1027-15	03/31/2016	04/01/2022
ADM-069	222561	AUDITORS REPORTS APR 2016	1027-15	04/30/2016	05/01/2022
ADM-070	222562	AUDITORS REPORTS MAY 2016	1027-15	05/31/2016	06/01/2022
ADM-071	222563	AUDITORS REPORTS JUNE 2016	1027-15	06/30/2016	07/01/2022
ADM-072	222564	AUDITORS REPORTS JULY 2016	1027-15	07/31/2016	08/01/2022
ADM-073	222565	AUDITORS REPORTS AUG 2016	1027-15	08/31/2016	09/01/2022
ADM-074	222566	AUDITORS REPORTS SEPT 2016	1027-15	09/30/2016	10/01/2022
ADM-075	222567	AUDITORS REPORTS OCT 2016	1027-15	10/31/2016	11/01/2022

U.S. | RECORDS MANAGEMENT CENTER

Date Range: 11/1/2021 - 1/3/2023

Customer: 372 - JUSTICE OF THE PEACE 7-2

Item Type: BOX

Customer Box #	Item Code	Contents Description	Retention Code	To Date	Expire Date
ADM-076	222568	AUDITORS REPORTS NOV 2016	1027-15	11/30/2016	12/01/2022
ADM-077	222569	AUDITORS REPORTS DEC 2016	1027-15	12/31/2016	01/01/2023
CV-352	149923	EVICTON OCT 09 - EV72C0020311 - EV72C0020768	2352-03	10/31/2009	11/01/2021
CV-353	149924	EVICTON OCT 09 - EV72C0020770 - EV72C0020982	2352-03	10/31/2009	11/01/2021
CV-354	149925	EVICTON NOV 09 - EV72C0020835 - EV72C0021144	2352-03	11/30/2009	12/01/2021
CV-355	149926	EVICTON DEC 09 - EV72C0019495 - EV72C0021210	2352-03	12/31/2009	01/01/2022
CV-356	149927	EVICTON DEC 09 - EV72C0021211 - EV72C0021417	2352-03	12/31/2009	01/01/2022
CV-357	149928	EVICTON JAN 10 - EV72C0020292 - EV72C0021426	2352-03	01/31/2010	02/01/2022
CV-358	149929	EVICTON JAN 10 - EV72C0021427 - EV72C0021624	2352-03	01/31/2010	02/01/2022
CV-359	149930	EVICTON FEB 10 - EV72C0021138 - EV72C0021933	2352-03	02/28/2010	03/01/2022
CV-360	149931	EVICTON FEB 10 - EV72C0021634 - EV72C0021808	2352-03	02/28/2010	03/01/2022
CV-361	149932	EVICTON MAR 10 - EV72C0021568 - EV72C0021855	2352-03	03/31/2010	04/01/2022
CV-362	149933	EVICTON MAR 10 - EV72C0021856 - EV72C0021966	2352-03	03/31/2010	04/01/2022
CV-363	149934	EVICTON APR 10 - EV72C0021421 - EV72C0022076	2352-03	04/30/2010	05/01/2022
CV-364	149935	EVICTON APR 10 - EV72C0022077 - EV72C0022111	2352-03	04/30/2010	05/01/2022
CV-365	149936	EVICTON MAY 10 - EV72C0021544 - EV72C0022201	2352-03	05/31/2010	06/01/2022
CV-366	149937	EVICTON MAY 10 - EV72C0022202 - EV72C0022355	2352-03	05/31/2010	06/01/2022
CV-367	149938	EVICTON JUN 10 - EV72C0022251 - EV72C0022409	2352-03	06/30/2010	07/01/2022
CV-368	149939	EVICTON JUN 10 - EV72C0022410 - EV72C0022594	2352-03	06/30/2010	07/01/2022
CV-369	149940	EVICTON JUL 10 - EV72C0022424 - EV72C0022575	2352-03	06/30/2010	07/01/2022
CV-370	149941	EVICTON JUL 10 - EV72C0022576 - EV72C0022690	2352-03	06/30/2010	07/01/2022
CV-371	149942	EVICTON JUL 10 - EV72C0022691 - EV72C0022833	2352-03	06/30/2010	07/01/2022
CV-372	149943	EVICTON AUG 10 - EV72C0022664 - EV72C0022822	2352-03	08/31/2010	09/01/2022
CV-373	149944	EVICTON AUG 10 - EV72C0022824 - EV72C0023013	2352-03	08/31/2010	09/01/2022
CV-374	149945	EVICTON SEPT 10 - EV72C0022578 - EV72C0023088	2352-03	09/30/2010	10/01/2022
CV-375	149946	EVICTON SEPT 10 - EV72C0023089 - EV72C0023254	2352-03	09/30/2010	10/01/2022
CV-376	149947	EVICTON OCT 10 - EV72C0022260 - EV72C0023305	2352-03	10/31/2010	11/01/2022
CV-377	149948	EVICTON OCT 10 - EV72C0023306 - EV72C0023422	2352-03	10/31/2010	11/01/2022

U.S. | RECORDS MANAGEMENT CENTER

Date Range: 11/1/2021 - 1/3/2023

Customer: 372 - JUSTICE OF THE PEACE 7-2

Item Type: BOX

Customer Box #	Item Code	Contents Description	Retention Code	To Date	Expire Date
CV-378	149949	EVICTON OCT 10 - EV72C0023423 - EV72C0023479	2352-03	10/31/2010	11/01/2022
CV-379	149950	EVICTON NOV 10 - EV72C0023314 - EV72C0023530	2352-03	11/30/2010	12/01/2022
CV-380	149951	EVICTON NOV 10 - EV72C0023531 - EV72C0023697	2352-03	11/30/2010	12/01/2022
CV-381	149952	EVICTON DEC 10 - EV72C0023838 - EV72C0023576	2352-03	12/31/2010	01/01/2023
CV-382	149953	EVICTON DEC 10 - EV72C0023831	2352-03	12/31/2010	01/01/2023
CV-410	149981	CIVIL JUL - DEC 09 - CV72C0019350 - CV72C0021380	2352-03	12/31/2009	01/01/2022
CV-411	149982	CIVIL 2010 - CV72C0021558 - CV72C0023717	2352-03	12/31/2010	01/01/2023
CV-418	149989	SMALL CLAIMS OCT - DEC 09-SC72C0017788-SC72C0021193	2352-03	12/31/2009	01/01/2022
CV-419	149990	SMALL CLAIMS JAN - APR 10 - SC72C0017598 - SC72C0022101	2352-03	04/30/2010	05/01/2022
CV-420	149991	SMALL CLAIMS MAY - JUL 10 - SC72C0018983-SC72C0022344	2352-03	07/30/2010	07/31/2022
CV-421	149992	SMALL CLAIMS AUG - SEP 10 - SC72C0016196 - SC72C0023081	2352-03	09/30/2010	10/01/2022
CV-422	149993	SMALL CLAIMS OCT - DEC 10 -SC72C0020329-SC72C0023343	2352-03	12/31/2010	01/01/2023
CR-0998	212142	TRAFFIC DISPOSED TR72C0012587-TR72C0203578 OCT. 2016	2352-05	10/31/2016	11/01/2021
CR-0999	212143	TRAFFIC DISPOSED TR72C0203607-TR72C0222008 OCT. 2016	2352-05	10/31/2016	11/01/2021
CR-1000	212144	TRAFFIC DISPOSED TR72C0222009-TR72C0224422 OCT. 2016	2352-05	10/31/2016	11/01/2021
CR-1001	212145	TRAFFIC DISPOSED TR72C0224504-TR72C0228238 OCT. 2016	2352-05	10/31/2016	11/01/2021
CR-1002	212146	TRAFFIC DISPOSED TR72C0228271-TR72C0230287 OCT. 2016	2352-05	10/31/2016	11/01/2021
CR-1003	212147	TRAFFIC DISPOSED TR72C0230303-TR72C0237471 OCT. 2016	2352-05	10/31/2016	11/01/2021
CR-1004	212148	TRAFFIC DISPOSED TR72C0237544-TR72C0241950 OCT. 2016	2352-05	10/31/2016	11/01/2021
CR-1005	212149	TRAFFIC DISPOSED TR72C0241958-TR72C0245882 OCT. 2016	2352-05	10/31/2016	11/01/2021
CR-1006	212150	TRAFFIC DISPOSED TR72C0245903-TR72C0249215 OCT. 2016	2352-05	10/31/2016	11/01/2021
CR-1007	212151	TRAFFIC DISPOSED TR72C0014321-TR72C0211873 DEC. 2016	2352-05	12/31/2016	01/01/2022

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Date Range: 11/1/2021 - 1/3/2023
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Customer Box #	Item Code	Contents Description	Retention Code	To Date	Expire Date
CR-1008	212152	TRAFFIC DISPOSED TR72C0212651-TR72C0230868 DEC. 2016	2352-05	12/31/2016	01/01/2022
CR-1009	212153	TRAFFIC DISPOSED TR72C0230909-TR72C0238773 DEC. 2016	2352-05	12/31/2016	01/01/2022
CR-1010	212154	TRAFFIC DISPOSED TR72C0238796-TR72C0243904 DEC. 2016	2352-05	12/31/2016	01/01/2022
CR-1011	212155	TRAFFIC DISPOSED TR72C0243905-TR72C0246712 DEC. 2016	2352-05	12/31/2016	01/01/2022
CR-1012	212156	TRAFFIC DISPOSED TR72C0246742-TR72C0251778 DEC. 2016	2352-05	12/31/2016	01/01/2022
CR-1134	213633	TRAFFIC DISPOSED TR72C0229034-TR72C0231458 NOV. 2016	2352-05	11/30/2016	12/01/2021
CR-1135	213634	TRAFFIC DISPOSED TR72C0231466-TR72C0240210 NOV. 2016	2352-05	11/30/2016	12/01/2021
CR-1136	213635	TRAFFIC DISPOSED TR72C0240257-TR72C0244477 NOV. 2016	2352-05	11/30/2016	12/01/2021
CR-1137	213636	TRAFFIC DISPOSED TR72C0244501-TR72C0249177 NOV. 2016	2352-05	11/30/2016	12/01/2021
CR-1138	213637	TRAFFIC DISPOSED TR72C0249178-TR72N0102625 NOV. 2016	2352-05	11/30/2016	12/01/2021
CR-1342	218100	TRAFFIC DISPOSED TR72C0054292-TR72C0197364 JAN. 2017	2352-05	01/31/2017	02/01/2022
CR-1343	218101	TRAFFIC DISPOSED TR72C0197417-TR72C0219773 JAN. 2017	2352-05	01/31/2017	02/01/2022
CR-1344	218102	TRAFFIC DISPOSED TR72C0220352-TR72C0229313 JAN. 2017	2352-05	01/31/2017	02/01/2022
CR-1345	218103	TRAFFIC DISPOSED TR72C0229344-TR72C0234955 JAN. 2017	2352-05	01/31/2017	02/01/2022
CR-1346	218104	TRAFFIC DISPOSED TR72C0234956-TR72C0239481 JAN. 2017	2352-05	01/31/2017	02/01/2022
CR-1347	218105	TRAFFIC DISPOSED TR72C0239486-TR72C0245144 JAN. 2017	2352-05	01/31/2017	02/01/2022
CR-1348	218106	TRAFFIC DISPOSED TR72C0245170-TR72C0247341 JAN. 2017	2352-05	01/31/2017	02/01/2022
CR-1349	218107	TRAFFIC DISPOSED TR72C0247357-TR72C0249415 JAN. 2017	2352-05	01/31/2017	02/01/2022

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Date Range: 11/1/2021 - 1/3/2023
Customer: 372 - JUSTICE OF THE PEACE 7-2

Item Type: BOX

Customer Box #	Item Code	Contents Description	Retention Code	To Date	Expire Date
CR-1350	218108	TRAFFIC DISPOSED TR72C0249421-TR72C0251380 JAN. 2017	2352-05	01/31/2017	02/01/2022
CR-1351	218109	TRAFFIC DISPOSED TR72C0044146-TR72C0216229 FEB. 2017	2352-05	02/28/2017	03/01/2022
CR-1352	218110	TRAFFIC DISPOSED TR72C0216498-TR72C0232391 FEB. 2017	2352-05	02/28/2017	03/01/2022
CR-1353	218111	TRAFFIC DISPOSED TR72C0232468-TR72C0235940 FEB. 2017	2352-05	02/28/2017	03/01/2022
CR-1354	218112	TRAFFIC DISPOSED TR72C0236056-TR72C0244964 FEB. 2017	2352-05	02/28/2017	03/01/2022
CR-1355	218113	TRAFFIC DISPOSED TR72C0244976-TR72C0249221 FEB. 2017	2352-05	02/28/2017	03/01/2022
CR-1356	218114	TRAFFIC DISPOSED TR72C0249222-TR72C0251376 FEB. 2017	2352-05	02/28/2017	03/01/2022
CR-1357	218115	TRAFFIC DISPOSED TR72C0009931-TR72C0221248 MAR. 2017	2352-05	03/31/2017	04/01/2022
CR-1358	218116	TRAFFIC DISPOSED TR72C0221555-TR72C0231754 MAR. 2017	2352-05	03/31/2017	04/01/2022
CR-1359	218117	TRAFFIC DISPOSED TR72C0231755-TR72C0236720 MAR. 2017	2352-05	03/31/2017	04/01/2022
CR-1360	218118	TRAFFIC DISPOSED TR72C0236781-TR72C0240600 MAR. 2017	2352-05	03/31/2017	04/01/2022
CR-1361	218119	TRAFFIC DISPOSED TR72C0240602-TR72C0247252 MAR. 2017	2352-05	03/31/2017	04/01/2022
CR-1362	218120	TRAFFIC DISPOSED TR72C0247271-TR72C0249845 MAR. 2017	2352-05	03/31/2017	04/01/2022
CR-1363	218121	TRAFFIC DISPOSED TR72C0249915-TR72C0251466 MAR. 2017	2352-05	03/31/2017	04/01/2022
CR-1364	218122	TRAFFIC DISPOSED TR72C0007855-TR72C0215974 APR. 2017	2352-05	04/30/2017	05/01/2022
CR-1365	218123	TRAFFIC DISPOSED TR72C0215975-TR72C0231832 APR. 2017	2352-05	04/30/2017	05/01/2022
CR-1366	218124	TRAFFIC DISPOSED TR72C0231894-TR72C0235031 APR. 2017	2352-05	04/30/2017	05/01/2022
CR-1367	218125	TRAFFIC DISPOSED TR72C0239362-TR72C0242577 APR. 2017	2352-05	04/30/2017	05/01/2022

U.S. | RECORDS MANAGEMENT CENTER

Date Range: 11/1/2021 - 1/3/2023

Customer: 372 - JUSTICE OF THE PEACE 7-2

Item Type: BOX

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CR-1368	218126	TRAFFIC DISPOSED TR72C0242624-TR72C0251318 APR. 2017	2352-05	04/30/2017	05/01/2022
CR-1407	220015	BC72C0007657-TR72C0223405 MAY 2017	2352-05	05/31/2017	06/01/2022
CR-1408	220016	TR72C0223759-TR72C0235066 MAY 2017	2352-05	05/31/2017	06/01/2022
CR-1409	220017	TR72C0235128-TR72C0241806 MAY 2017	2352-05	05/31/2017	06/01/2022
CR-1410	220018	TR72C0248181-TR72C0246048 MAY 2017	2352-05	05/31/2017	06/01/2022
CR-1411	220019	TR72C0246323-TR72N0107841 MAY 2017	2352-05	05/31/2017	06/01/2022
CR-1412	220020	TR72C0028075-TR72C0227940 JUNE 2017	2352-05	06/30/2017	07/01/2022
CR-1413	220021	TR72C0227958-TR72C0239502 JUNE 2017	2352-05	06/30/2017	07/01/2022
CR-1414	220022	TR72C0239595-TR72C0244543 JUNE 2017	2352-05	06/30/2017	07/01/2022
CR-1415	220023	TR72C0244615-TR72N0072766 JUNE 2017	2352-05	06/30/2017	07/01/2022
CR-1416	220024	CR72C0244157-TR72C0238238 JULY 2017	2352-05	07/31/2017	08/01/2022
CR-1417	220025	TR72C0238851-TR72C0247883 JULY 2017	2352-05	07/31/2017	08/01/2022
CR-1418	220026	TR72C0248055-TR72C0251386 JULY 2017	2352-05	07/30/2017	07/31/2022
CR-1419	220027	TR72C0002591-TR72C0198622 AUG. 2017	2352-05	08/30/2017	08/31/2022
CR-1420	220028	TR72C0201292-TR72C0241489 AUG. 2017	2352-05	08/30/2017	08/31/2022
CR-1421	220029	TR72C0241540-TR72C0248376 AUG. 2017	2352-05	08/30/2017	08/31/2022
CR-1422	220030	TR72C0248470-TR72C0250973 AUG. 2017	2352-05	08/30/2017	08/31/2022
CR-1423	220031	CR72C0010919-CR72C0227908 DEC. 2017	2352-05	12/31/2016	01/01/2022
CR-1424	220032	CR72C0227909-CR72N0103482 DEC. 2017	2352-05	12/31/2016	01/01/2022
CR-1425	220033	CR72C0035798-CR72C0250443 DEC. 2017	2352-05	12/31/2017	01/01/2023
CR-1426	220034	TR72C0023009-TR72C0211461 SEPT. 2017	2352-05	09/30/2017	10/01/2022
CR-1427	220035	TR72C0211490-TR72C0238694 SEPT. 2017	2352-05	09/30/2017	10/01/2022
CR-1428	220036	TR72C0238948-TR72C0248394 SEPT. 2017	2352-05	09/30/2017	10/01/2022
CR-1429	220037	TR72C0248402-TR72C0251385 SEPT. 2017	2352-05	09/30/2017	10/01/2022
CR-1430	220038	TR72C0033837-TR72C0212385 OCT. 2017	2352-05	10/31/2017	11/01/2022
CR-1431	220039	TR72C0212736-TR72C0240262 OCT. 2017	2352-05	10/31/2017	11/01/2022

U.S. | RECORDS MANAGEMENT CENTER
Date Range: 11/1/2021 - 1/3/2023
Customer: 372 - JUSTICE OF THE PEACE 7-2

Item Type: BOX

Customer Box #	Item Code	Contents Description	Retention Code	To Date	Expire Date
CR-1432	220040	TR72C0240263-TR72C0251384 OCT. 2017	2352-05	10/31/2017	11/01/2022
CR-1436	220044	TR72C0100794-TR72C0238458 NOV. 2017	2352-05	11/30/2017	12/01/2022
CR-1437	220045	TR72C0238759-TR72C0251327 NOV. 2017	2352-05	11/30/2017	12/01/2022
CR-1438	220046	TR72C0034145-TR72C0222313 DEC. 2017	2352-05	12/31/2017	01/01/2023
CR-1439	220047	TR72C0222646-TR72C0251365 DEC. 2017	2352-05	12/31/2017	01/01/2023
CR-1573	222488	TR72C0108952-TR72C0250888 JAN. 2017	2352-05	01/30/2017	01/31/2022

Customer Total: 129

NOTE #1: We will be destroying all files reasonably described by the above Record Titles and Comments (including older records) even if the box or item number or other identifier was omitted.

NOTE #2: This authorizes the destruction of equivalent electronic records except for any that may be in IFAS.

NOTE #3: All boxes subject to Archival Review.

Certificate Of Destruction

I hereby certify that the records on this notice were disposed of on _____ by _____

X _____

Authorized Name Date

**NOTICE OF INTENT TO DESTROY SCHEDULED RECORDS
AND CERTIFICATE OF DESTRUCTION
HARRIS, COUNTY, TEXAS
(Pursuant to provisions of Tex. Local Government Code, §202.001)**

FROM: Brian Foster & Daniel Ramos Records Management Officer Executive Director Universal Services Office of Management and Budget Information Governance 1001 Preston, Suite 500 406 Caroline Houston, TX 77002 Houston, TX 77002 (713) 274-1129 713-274-9840	TO:	Commissioners Court County Records Management Committee
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We hereby give notice of our intent to dispose of the following records on or after: _____ September 13, 2022 _____

These records appear on a records control schedule accepted for filing by the director and librarian of the Texas State Library and all have expired retention periods.

DocuSigned by:

Lucinda Silva

724ED6E5C81E416
Signature, Custodian (Department Head)

DocuSigned by:

Brian Foster

AFF4920380B94BB
Signature, Records Management Officer

CONCURRENCE OF COUNTY RECORDS MANAGEMENT SUBCOMMITTEE TO REVIEW DESTRUCTIONS OF COUNTY RECORDS

DocuSigned by:

Seth Hopkins

E0A982975F844D2
Signature, County Attorney's Representative

DocuSigned by:

Brian Rose

47A5EEC26AFA426
Signature, District Attorney's Representative

DocuSigned by:

S. W. Hoya

4672F1546A0F419
Signature, County Auditor's Representative

DATE APPROVED BY COMMISSIONERS COURT:

SCHEDULE ITEM NO.	RECORD TITLE AND COMMENTS	INCLUSIVE DATES	VOLUME (cu/ft., #files, other)
1002-01, 1027-05 (AR)	BOARD MEETING AGENDAS AND BUDGET BOOKS to include box 91-49.	1989 - 1990	1
1027-05 (AR)	BUDGET REPORTING AND CHANGE REQUESTS To include boxes 3 and 92-30	1988 and 1992	2
1027-11 (AR)	GRANT DEVELOPMENT AND ADMINISTRATION To include boxes (prefix "203"): 088 and 175	1988 to 2005	2
1027-12	GRANT APPLICATIONS - UNSUCCESSFUL To include boxes (prefix "OAS"): 1 to 2	1992	2

SCHEDULE ITEM NO.	RECORD TITLE AND COMMENTS	INCLUSIVE DATES	VOLUME (cubic feet)
1027-13	INVESTMENT ACCOUNTING To include boxes 168, 173, 210, 323, 401, 539, 1037, 1039, 1041, 1045, 1046, 1066, 1067, 1076 to 1078, 1083, 1095, 1096, 1099, 1101 to 1107, 1111, 1112, 1116 to 1121, 1129 to 1133, 1140, 1146 to 1158, 1173, 1174, 1180, 1188, 1190, 1192, 1194 to 1201, 1207, 1208, 1218, 1222, 1223, 1225, 1233, 1234, 1243, 1246, 1248, 1265 to 1267, 1298 to 1300, 1308, 1309, 1311, 1376, 1377, and 1394 End of month reports.	1990 to 03/2016	91
1027-15	GENERAL ACCOUNTING To include boxes 1042, 1057 to 1062, 1089, 1090, 1094, 1097, 1098, 1122, 1126, 1159, 1163, 1167, 1214, 1216, 1228 to 1231, 1237 to 1242, 1290 to 1293, 1296, 1305 to 1037, 1314	1992 to 2015	38
1052-31	PAYROLL TRANSACTIONS, Timesheets To include boxes (Prefix 203): 059, 060, 061, 191 to 194	2006 to 2012	7
		TOTAL	143
	NOTE #1: We will be destroying all files reasonably described by the above Record Titles and Comments (including older records) even if the box or item number or other identifier was omitted.		
	NOTE #2: This authorizes the destruction of equivalent electronic records except for any that may be in IFAS or STARS.		

CERTIFICATE OF DESTRUCTION

I hereby certify that the records on this notice were disposed of on _____ by _____

COMMENTS: _____

SIGNATURE

DATE

SIGNATURE

DATE