



Memorandum

#23-020

TO: WIC Regional Directors
WIC Local Agency Directors

FROM: Amanda Hovis, Director
Nutrition Education/Clinic Services Unit
Nutrition Services Section

DATE: March 20, 2023

SUBJECT: 2023 Disposal of Records

This memo grants permission for all local agencies to dispose of records dated on or before September 30, 2019. Documents that may be disposed include, but are not limited to, certification records, nutrition education records, food instrument records (inventory records, Unusable WIC EBT card logs, and daily production reports), vendor information records, and reports related to program operations, as per Policy No. [GA:03.0 Records Retention](#).

Federal regulations require that all records be kept for a period of three (3) years after submission of the closeout report for the appropriate fiscal year. Recent close out of FY 2022 requires retention of all records dated on or after October 1, 2019.

If you have questions, or require additional information, please contact Olga Mikheeva, Olga.Mikheeva@hhs.texas.gov.



**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 & Mary Durette Universal Services Director WIC Information Governance Public Health Services Community Health & Wellness 406 Caroline 2223 W. Loop South Houston, TX 77002 Houston, TX 77027 713-274-9840 713-439-6145	TO:	Commissioners Court County Records Management Committee
We hereby give notice of our intent to dispose of the following records on or after: October 31st 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. Signature, Records Management Officer <u>Brian Foster</u> DATE APPROVED BY COMMISSIONERS COURT: By signing this document destruction notice, I certify that these documents are eligible for destruction under the County records retention schedule. I also certify that I reviewed all claims and litigation hold letters, directives, PIA request, audits, or investigations through today's date and: (1) none of the documents and other things scheduled for destruction are related to active or anticipated litigation, (2) none of the documents and other things scheduled for destruction are related to active litigation hold letters or directives received by our office or employees, and (3) all documents and other things in our possession that could be related to litigation or hold directives have been provided to the attorney handling that claim. Signature, Custodian Department Head's Representative <u>Mary Durette</u>		
CONCURRENCE OF COUNTY RECORDS MANAGEMENT SUBCOMMITTEE TO REVIEW DESTRUCTIONS OF COUNTY RECORDS & INFORMATION		
I have been informed that the County Attorney's Office sent timely and appropriate litigation hold letter(s) to the entity listed below in every known or anticipated case involving the entity and its employees. I have also reviewed the entity's certification that these documents are eligible for destruction under County policy and none of the documents scheduled for destruction relate to active or anticipated litigation or active litigation hold letters or directives. Based on these representations, I agree to the destruction of these documents. I have no personal knowledge of these facts and have not reviewed the litigation hold letters or independently confirmed this information Signature, County Attorney's Representative <u>Seth Hopkins</u> Date <u>10/19/2023</u> By signing this destruction notice, I certify that these records are eligible for destruction under the County records retention schedule and are not related to any open criminal investigations or cases that I am aware of. Signature, District Attorney's Representative <u>Brian Rose</u> Date <u>10/23/2023</u> By signing this destruction notice, I certify that these records are eligible for destruction under the County records retention schedule and are not related to any audit, investigation or item holds that I am aware of. Signature, County Auditor's Representative <u>S. W. Hoya</u> Date <u>10/19/2023</u>		

U.S. | RECORDS MANAGEMENT CENTER

Date Range: 9/30/2021 - 9/30/2022

Customer: 275 - PUBLIC HEALTH

Item Type: BOX

Customer Box #	Item Code	Contents Description	Retention Code	To Date	Expire Date
NS-9004	224344	CLOSED MEDICAL RECORDS 10/31/2018	1027-29(AR)	10/31/2018	09/30/2022
NS-9043	224383	CLOSED MEDICAL RECORDS 10/31/2018-HARVEY	1027-29(AR)	10/31/2018	09/30/2022
NS-9296	225666	ISSUANCE RECEIPTS CLINIC: 06,08,21 NOV.2018	1027-29(AR)	11/30/2018	09/30/2022
NS-9297	225667	ISSUANCE RECEIPTS CLINIC:24 SEP/OCT 2018	1027-29(AR)	10/31/2018	09/30/2022
NS-9298	225668	ISSUANCE RECEIPTS CLINIC:03,16,07 OCT. 2018	1027-29(AR)	10/31/2018	09/30/2022
NS-9299	225669	ISSUANCE RECEIPTS CLINIC:06,08,21 OCT.2018	1027-29(AR)	10/31/2018	09/30/2022

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NS-9300	225670	ISSUANCE RECEIPTS CLINIC:02,09,20 OCT.2018	1027-29(AR)	10/31/2018	09/30/2022
NS-9301	225671	ISSUANCE RECEIPTS CLINIC:03,07,16 NOV.2018	1027-29(AR)	11/30/2018	09/30/2022
NS-9302	225672	ISSUANCE RECEIPTS CLINIC:02,09,20 NOV.2018	1027-29(AR)	11/30/2018	09/30/2022
NS-9306	225676	ISSUANCE RECEIPTS CLINIC:22 SEP.OCT.NOV.2018	1027-29(AR)	11/30/2018	09/30/2022
NS-9311	225681	ISSUANCE RECEIPTS CLINIC:03,07,22 DEC.2018	1027-29(AR)	12/31/2018	09/30/2022
NS-9312	225682	ISSUANCE RECEIPTS CLINIC:02,09,20 DEC.2018	1027-29(AR)	12/31/2018	09/30/2022
NS-9324	225694	ISSUANCE RECEIPTS CLINIC:06,08,16,21 DEC.2018	1027-29(AR)	12/31/2018	09/30/2022
NS-9213	225790	CLOSED WIC MEDICAL RECORDS CERT DATE:11/30/18	1027-29(AR)	11/30/2018	09/30/2022
NS-9219	225796	CLOSED WIC MEDICAL RECORDS CERT DATE:11/03/18	1027-29(AR)	11/03/2018	09/30/2022
NS-9228	225805	CLOSED WIC MEDICAL RECORDS CERT DATE:10/31/2018	1027-29(AR)	10/31/2018	09/30/2022
NS-9229	225806	CLOSED WIC MEDICAL RECORDS CERT DATE:10/31/2018	1027-29(AR)	10/31/2018	09/30/2022
NS-9230	225807	CLOSED WIC MEDICAL RECORDS CERT DATE:02/28/2019	1027-29(AR)	02/28/2019	09/30/2022
NS-9248	225825	CLOSED WIC MEDICAL RECORDS CERT DATE:11/30/2018	1027-29(AR)	11/30/2018	09/30/2022
NS-9250	225827	CLOSED WIC MEDICAL RECORDS CERT DATE:12/31/2018	1027-29(AR)	12/31/2018	09/30/2022
NS-9253	225830	CLOSED WIC MEDICAL RECORDS CERT DATE:10/31/2018	1027-29(AR)	10/31/2018	09/30/2022
NS-9346	232499	CLOSED WIC MEDICAL 5/2019	1027-29(AR)	05/01/2019	09/30/2022
NS-9347	232500	CLOSED WIC MEDICAL RECORDS 4/1/2019	1027-29(AR)	04/01/2019	09/30/2022
NS-9348	232501	CLOSED WIC MEDICAL RECORDS-05/01/2019	1027-29(AR)	05/01/2019	09/30/2022
NS-9349	232502	CLOSED WIC MEDICAL RECORDS-1/1/2019	1027-29(AR)	01/01/2019	09/30/2022
NS-9350	232503	CLOSED WIC MEDICAL RECORDS-1/1/2019	1027-29(AR)	01/01/2019	09/30/2022
NS-9351	232504	CLOSED WIC MEDICAL RECORDS-4/1/19	1027-29(AR)	04/01/2019	09/30/2022
NS-9352	232505	CLOSED MEDICAL RECORDS 1/1/2019	1027-29(AR)	01/01/2019	09/30/2022
NS-9353	232506	CLOSED MEDICAL RECORDS-6/1/2019	1027-29(AR)	06/01/2019	09/30/2022
NS-9354	232507	CLOSED WIC MEDICAL RECORDS 1/1/2019	1027-29(AR)	01/01/2019	09/30/2022
NS-9355	232508	CLOSED WIC MEDICAL RECORDS 2/1/2019	1027-29(AR)	02/01/2019	09/30/2022
NS-9356	232509	CLOSED WIC MEDICAL RECORDS-3/1/2019	1027-29(AR)	03/01/2019	09/30/2022
NS-9357	232510	CLOSED WIC MEDICAL RECORDS-6/01/2019	1027-29(AR)	06/01/2019	09/30/2022
NS-9358	232511	CLOSED WIC MEDICAL RECORDS 3/1/2019	1027-29(AR)	03/01/2019	09/30/2022

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NS-9359	232512	CLOSED WIC MEDICAL RECORD 3/1/2019	1027-29(AR)	03/01/2019	09/30/2022
NS-9360	232513	CLOSED WIC MEDICAL RECORDS 4/1/2019	1027-29(AR)	04/01/2019	09/30/2022
NS-9361	232514	CLOSED WIC MEDICAL RECORDS 3/1/2019	1027-29(AR)	03/01/2019	09/30/2022
NS-9362	232515	CLOSED WIC MEDICAL RECORDS 2/1/2019	1027-29(AR)	02/01/2019	09/30/2022
NS-9363	232516	CLOSED WIC MEDICAL RECORDS 5/1/2019	1027-29(AR)	05/01/2019	09/30/2022
NS-9364	232517	CLOSED WIC MEDICAL RECORDS 3/1/2019	1027-29(AR)	03/01/2019	09/30/2022
NS-9365	232518	CLOSED WIC MEDICAL RECORDS 5/1/2019	1027-29(AR)	05/01/2019	09/30/2022
NS-9366	232519	CLOSED WIC MEDICAL RECORDS- 2/1/2019	1027-29(AR)	02/01/2019	09/30/2022
NS-9367	232520	CLOSED WIC MEDICAL RECORDS 7/1/2019	1027-29(AR)	07/30/2019	09/30/2022
NS-9368	232521	CLOSED WIC MEDICAL RECORDS 7/01/2019	1027-29(AR)	07/30/2019	09/30/2022
NS-9369	232522	CLOSED WIC MEDICAL RECORDS 7/1/2019	1027-29(AR)	07/30/2019	09/30/2022
NS-9370	232523	CLOSED WIC MEDICAL RECORDS 6/1/2019	1027-29(AR)	06/30/2019	09/30/2022
NS-9371	232524	CLOSED WIC MEDICAL RECORDS 8/1/2019	1027-29(AR)	08/30/2019	09/30/2022
NS-9372	232525	CLOSED WIC MEDICAL RECORDS-7/01/2019	1027-29(AR)	07/30/2019	09/30/2022
NS-9373	232526	CLOSED WIC MEDICAL RECORDS-9/1/2019	1027-29(AR)	09/30/2019	09/30/2022
NS-9374	232527	CLOSED WIC MEDICAL RECORDS 7/01/2019	1027-29(AR)	07/30/2019	09/30/2022
NS-9375	232528	CLOSED WIC MEDICAL RECORDS-8/1/2019	1027-29(AR)	08/30/2019	09/30/2022
NS-9376	232529	CLOSED WIC MEDICAL RECORDS- 9/1/2019	1027-29(AR)	09/30/2019	09/30/2022
NS-9377	232530	2018 WIC ADMIN FILES	1027-29(AR)	12/30/2018	09/30/2022
NS-9378	232531	CLOSED WIC MEDICAL RECORDS-8/1/2019	1027-29(AR)	08/30/2019	09/30/2022
NS-9379	232532	CLOSED WIC MEDICAL RECORDS 9/1/2019	1027-29(AR)	09/30/2019	09/30/2022
NSEP-020	242998	2017 Closed WIC Medical Records (Eligible for Destruction)	1027-29(AR)	12/31/2017	09/30/2021
NS-9381	244588	CLOSED WIC MEDICAL RECORDS 12/31/2018	1027-29(AR)	12/31/2018	09/30/2022
NS-9382	244589	CLOSED WIC MEDICAL RECORDS 12/31/2018	1027-29(AR)	12/31/2018	09/30/2022
NS-9383	244590	CLOSED WIC MEDICAL RECORDS 3/31/2019	1027-29(AR)	03/31/2019	09/30/2022
NS-9384	244591	CLOSED WIC MEDICAL RECORDS 3/31/2019	1027-29(AR)	04/30/2019	09/30/2022
NS-9385	244592	CLOSED WIC MEDICAL RECORDS 01/31/2019	1027-29(AR)	01/31/2019	09/30/2022

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NS-9386	244593	CLOSED WIC MEDICAL RECORDS 2/28/19	1027-29(AR)	02/28/2019	09/30/2022
NS-9387	244594	CLOSED WIC MEDICAL RECORD 2/28/19	1027-29(AR)	02/28/2019	09/30/2022
NS-9388	244595	CLOSED WIC MEDICAL RECORDS 1/31/19	1027-29(AR)	01/31/2019	09/30/2022
NS-9507	257324	CLOSED WIC RECORDS-12/31/2018	1027-29(AR)	12/31/2018	09/30/2022
NS-9508	257325	CLOSED WIC RECORDS- 01/31/2019	1027-29(AR)	01/31/2019	09/30/2022
NS-9509	257326	CLOSED WIC RECORDS- 02/28/2019	1027-29(AR)	02/28/2019	09/30/2022
NS-9510	257327	CLOSED WIC RECORDS-12/31/2018	1027-29(AR)	12/31/2018	09/30/2022
NS-9511	257328	CLOSED WIC RECORDS- 12/31/2018	1027-29(AR)	12/31/2018	09/30/2022
NS-9512	257329	CLOSED WIC RECORDS- 12/31/2018	1027-29(AR)	12/31/2018	09/30/2022
NS-9513	257330	CLOSED WIC RECORDS- 03/31/2019	1027-29(AR)	03/31/2019	09/30/2022
NS-9515	257332	CLOSED WIC RECORDS-12/22/2018	1027-29(AR)	12/22/2018	09/30/2022
NS-9516	257333	CLOSED WIC RECORDS- 04/05/2019	1027-29(AR)	04/05/2019	09/30/2022
NS-9517	257334	CLOSED WIC RECORDS-02/28/2019	1027-29(AR)	02/28/2019	09/30/2022
NS-9518	257335	CLOSED WIC RECORDS-12/31/2018	1027-29(AR)	12/31/2018	09/30/2022
NS-9519	257336	CLOSED WIC RECORDS-01/31/2019	1027-29(AR)	01/31/2019	09/30/2022
NS-9520	257337	CLOSED WIC RECORDS-02/10/2019	1027-29(AR)	02/10/2019	09/30/2022
NS-9521	257338	CLOSED WIC RECORDS-03/31/2019	1027-29(AR)	03/31/2019	09/30/2022
NS-9522	257339	CLOSED WIC RECORDS-02/28/2019	1027-29(AR)	02/28/2019	09/30/2022
NS-9523	257340	CLOSED WIC RECORDS-02/21/2019	1027-29(AR)	02/21/2019	09/30/2022
NS-9524	257341	CLOSED WIC RECORDS-02/28/2019	1027-29(AR)	02/28/2019	09/30/2022
NS-9525	257342	CLOSED WIC RECORDS-12/31/2018	1027-29(AR)	12/31/2018	09/30/2022
NS-9526	257343	CLOSED WIC RECORDS- 12/05/2018	1027-29(AR)	12/05/2018	09/30/2022
NS-9527	257344	CLOSED WIC RECORDS-01/31/2019	1027-29(AR)	01/31/2019	09/30/2022
NS-9529	257346	CLOSED WIC RECORDS-03/30/2019	1027-29(AR)	03/30/2019	09/30/2022
NS-9530	257347	CLOSED WIC RECORDS-04/18/2019	1027-29(AR)	04/18/2019	09/30/2022
NS-9531	257348	CLOSED WIC RECORDS-12/31/2018	1027-29(AR)	12/31/2018	09/30/2022
NS-9532	257349	CLOSED WIC RECORDS-04/08/2019	1027-29(AR)	04/08/2019	09/30/2022
NS-9533	257350	CLOSED WIC RECORDS-12/31/2018	1027-29(AR)	12/31/2018	09/30/2022
NS-9534	257351	CLOSED WIC RECORDS-12/11/2018	1027-29(AR)	12/11/2018	09/30/2022
NS-9535	257352	CLOSED WIC RECORDS-01/31/2019	1027-29(AR)	01/31/2019	09/30/2022
NS-9536	257353	CLOSED WIC RECORDS-12/31/2018	1027-29(AR)	12/31/2018	09/30/2022
NS-9537	257354	CLOSED WIC RECORDS-12/31/2018	1027-29(AR)	12/31/2018	09/30/2022
NS-9538	257355	CLOSED WIC RECORDS-04/30/2019	1027-29(AR)	04/30/2019	09/30/2022
NS-9539	257356	CLOSED WIC RECORDS-01/31/2019	1027-29(AR)	01/31/2019	09/30/2022
NS-9540	257357	CLOSED WIC RECORDS-01/31/2019	1027-29(AR)	01/31/2019	09/30/2022
NS-9541	257358	CLOSED WIC RECORDS-04/30/2019	1027-29(AR)	04/30/2019	09/30/2022
NS-9542	257359	CLOSED WIC RECORDS-04/30/2019	1027-29(AR)	04/30/2019	09/30/2022
NS-9543	257360	CLOSED WIC RECORDS-04/11/2019	1027-29(AR)	04/11/2019	09/30/2022
NS-9544	257361	CLOSED WIC RECORDS-04/18/2019	1027-29(AR)	04/18/2019	09/30/2022
NS-9545	257362	CLOSED WIC RECORDS-04/16/2019	1027-29(AR)	04/16/2019	09/30/2022
NS-9546	257363	CLOSED WIC RECORDS-04/18/2019	1027-29(AR)	04/08/2019	09/30/2022
NS-9548	257365	CLOSED WIC RECORDS-03/31/2019	1027-29(AR)	03/31/2019	09/30/2022
NS-9549	257366	CLOSED WIC RECORDS-04/07/2019	1027-29(AR)	04/07/2019	09/30/2022
NS-9550	257367	CLOSED WIC RECORDS-04/30/2019	1027-29(AR)	04/30/2019	09/30/2022
NS-9485	257368	CLOSED WIC RECORDS- 02/28/2019	1027-29(AR)	02/28/2019	09/30/2022
NS-9486	257369	CLOSED WIC RECORDS-04/30/2019	1027-29(AR)	04/30/2019	09/30/2022

U.S. | RECORDS MANAGEMENT CENTER

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Customer: 275 - PUBLIC HEALTH

Item Type: BOX

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NS-0487	257370	CLOSED WIC RECORDS-03/31/2019	1027-29(AR)	03/31/2019	09/30/2022
NS-9488	257371	CLOSED WIC RECORDS-01/31/2019	1027-29(AR)	01/31/2019	09/30/2022
NS-9489	257372	CLOSED WIC RECORDS-12/31/2018	1027-29(AR)	12/31/2018	09/30/2022
NS-9490	257373	CLOSED WIC RECORDS-03/31/2019	1027-29(AR)	03/31/2019	09/30/2022
NS-9491	257374	CLOSED WIC RECORDS-11/30/2018	1027-29(AR)	11/30/2018	09/30/2022
NS-9492	257375	CLOSED WIC RECORDS-01/31/2019	1027-29(AR)	01/31/2019	09/30/2022
NS-9493	257376	CLOSED WIC RECORDS-01/25/2019	1027-29(AR)	01/25/2019	09/30/2022
NS-9494	257377	CLOSED WIC RECORDS-04/30/2019	1027-29(AR)	04/30/2019	09/30/2022
NS-9495	257378	CLOSED WIC RECORDS-03/31/2019	1027-29(AR)	03/31/2019	09/30/2022
NS-9496	257379	CLOSED WIC RECORDS- 12/31/2018	1027-29(AR)	12/31/2018	09/30/2022
NS-9497	257380	CLOSED WIC RECORDS-12/31/2018	1027-29(AR)	12/31/2018	09/30/2022
NS-9498	257381	CLOSED WIC RECORDS-01/31/2019	1027-29(AR)	01/31/2019	09/30/2022
NS-9499	257382	CLOSED WIC RECORDS- 12/31/2018	1027-29(AR)	12/31/2018	09/30/2022
NS-9500	257383	CLOSED WIC RECORDS- 04/08/2019	1027-29(AR)	04/08/2019	09/30/2022
NS-9501	257384	CLOSED WIC RECORDS-03/31/2019	1027-29(AR)	03/31/2019	09/30/2022
NS-9502	257385	CLOSED WIC RECORDS-01/01/209	1027-29(AR)	01/01/2019	09/30/2022
NS-9503	257386	CLOSED WIC RECORDS-11/26/2018	1027-29(AR)	11/26/2018	09/30/2022
NS-9504	257387	CLOSED WIC RECORDS-12/31/2018	1027-29(AR)	12/31/2018	09/30/2022
NS-9505	257388	CLOSED WIC RECORDS-02/28/2019	1027-29(AR)	02/28/2019	09/30/2022
NS-9506	257389	CLOSED WIC RECORDS-02/28/019	1027-29(AR)	02/28/2019	09/30/2022
NS-9551	259031	CLOSE WIC RECORDS 02/20/2019	1027-29(AR)	02/20/2019	09/30/2022
NS-9552	259032	CLOSE WIC RECORDS 02/28/2019	1027-29(AR)	02/28/2019	09/30/2022
NS-9553	259033	CLOSE WIC RECORDS 02/28/2019	1027-29(AR)	02/28/2019	09/30/2022
NS-9554	259034	CLOSE WIC RECORDS 01/05/2019	1027-29(AR)	01/05/2019	09/30/2022
NS-9555	259035	CLOSE WIC RECORDS 01/31/2019	1027-29(AR)	01/31/2019	09/30/2022
NS-9556	259036	CLOSE WIC RECORDS 02/28/2019	1027-29(AR)	02/28/2019	09/30/2022
NS-9557	259037	CLOSE WIC RECORDS 02/28/2019	1027-29(AR)	02/28/2019	09/30/2022
NS-9558	259038	CLOSE WIC RECORDS 12/31/2018	1027-29(AR)	12/31/2018	09/30/2022
NS-9559	259039	CLOSE WIC RECORDS 04/23/2019	1027-29(AR)	04/23/2019	09/30/2022
NS-9561	259041	CLOSE WIC RECORDS 03/06/2019	1027-29(AR)	03/06/2019	09/30/2022
NS-9562	259042	CLOSE WIC RECORDS 01/31/2019	1027-29(AR)	01/31/2019	09/30/2022
NS-9563	259043	CLOSE WIC RECORDS 03/31/2019	1027-29(AR)	03/31/2019	09/30/2022
NS-9564	259044	CLOSE WIC RECORDS 04/16/2019	1027-29(AR)	04/16/2019	09/30/2022
NS-9565	259045	CLOSE WIC RECORDS 03/31/2019	1027-29(AR)	03/31/2019	09/30/2022
NS-9566	259046	CLOSE WIC RECORDS 03/06/2019	1027-29(AR)	03/06/2019	09/30/2022
NS-9567	259047	CLOSE WIC RECORDS 04/30/2019	1027-29(AR)	04/30/2019	09/30/2022
NS-9568	259048	CLOSE WIC RECORDS 03/26/2019	1027-29(AR)	03/26/2019	09/30/2022
NS-9569	259049	CLOSE WIC RECORDS 12/23/2018	1027-29(AR)	12/23/2018	09/30/2022
NS-9570	259050	CLOSE WIC RECORDS 11/20/2018	1027-29(AR)	11/20/2018	09/30/2022
NS-9571	259051	CLOSE WIC RECORDS 01/31/2019	1027-29(AR)	01/31/2019	09/30/2022
NS-9572	259052	CLOSE WIC RECORDS 02/28/2019	1027-29(AR)	02/28/2019	09/30/2022
NS-9573	259053	CLOSE WIC RECORDS 04/06/2019	1027-29(AR)	04/06/2019	09/30/2022
NS-9574	259054	CLOSE WIC RECORDS 03/23/2019	1027-29(AR)	03/23/2019	09/30/2022
NS-9575	259055	CLOSE WIC RECORDS 03/31/2019	1027-29(AR)	03/31/2019	09/30/2022
NS-9577	259057	CLOSE WIC RECORDS 04/08/2019	1027-29(AR)	04/08/2019	09/30/2022
NS-9579	259059	CLOSE WIC RECORDS 03/26/2019	1027-29(AR)	03/26/2019	09/30/2022
NS-9580	259060	CLOSE WIC RECORDS 02/28/2019	1027-29(AR)	02/28/2019	09/30/2022
NS-9581	259061	CLOSE WIC RECORDS 02/28/2019	1027-29(AR)	02/28/2019	09/30/2022

U.S. | RECORDS MANAGEMENT CENTER

Date Range: 9/30/2021 - 9/30/2022

Customer: 275 - PUBLIC HEALTH

Item Type: BOX

Customer Box #	Item Code	Contents Description	Retention Code	To Date	Expire Date
NS-9582	259062	CLOSE WIC RECORDS 02/28/2019	1027-29(AR)	02/28/2019	09/30/2022
NS-9583	259063	CLOSE WIC RECORDS 03/31/2019	1027-29(AR)	03/31/2019	09/30/2022
NS-9584	259064	CLOSE WIC RECORDS 02/28/2019	1027-29(AR)	02/28/2019	09/30/2022
NS-9585	259065	CLOSE WIC RECORDS 04/24/2019	1027-29(AR)	04/24/2019	09/30/2022
NS-9586	259066	CLOSE WIC RECORDS 03/31/2019	1027-29(AR)	03/31/2019	09/30/2022
NS-9587	259067	CLOSE WIC RECORDS 04/07/2019	1027-29(AR)	04/07/2019	09/30/2022
NS-9588	259068	CLOSE WIC RECORDS 04/30/2019	1027-29(AR)	04/30/2019	09/30/2022
NS-9589	259069	CLOSE WIC RECORDS 01/31/2019	1027-29(AR)	01/31/2019	09/30/2022
NS-9590	259070	CLOSE WIC RECORDS 01/31/2019	1027-29(AR)	01/31/2019	09/30/2022
NS-9591	259071	CLOSE WIC RECORDS 04/30/2019	1027-29(AR)	04/30/2019	09/30/2022
NS-9592	259072	CLOSE WIC RECORDS 04/14/2019	1027-29(AR)	04/14/2019	09/30/2022
NS-9593	259073	CLOSE WIC RECORDS 03/13/2019	1027-29(AR)	03/13/2019	09/30/2022
NS-9594	259074	CLOSE WIC RECORDS 03/31/2019	1027-29(AR)	03/31/2019	09/30/2022
NS-9595	259075	CLOSE WIC RECORDS 01/17/2019	1027-29(AR)	01/17/2019	09/30/2022
NS-9596	259076	CLOSE WIC RECORDS 04/30/2019	1027-29(AR)	04/30/2019	09/30/2022
NS-9597	259077	CLOSE WIC RECORDS 04/30/2019	1027-29(AR)	04/30/2019	09/30/2022
NS-9598	259078	CLOSE WIC RECORDS 03/31/2019	1027-29(AR)	03/31/2019	09/30/2022
NS-9599	259079	CLOSE WIC RECORDS 02/28/2019	1027-29(AR)	02/28/2019	09/30/2022
NS-9600	259080	CLOSE WIC RECORDS 02/28/2019	1027-29(AR)	02/28/2019	09/30/2022
NS-9601	259081	CLOSE WIC RECORDS 03/02/2019	1027-29(AR)	03/02/2019	09/30/2022
NS-9602	259082	CLOSE WIC RECORDS 01/31/2019	1027-29(AR)	01/31/2019	09/30/2022
NS-9603	259083	CLOSE WIC RECORDS 04/03/2019	1027-29(AR)	04/03/2019	09/30/2022
NS-9604	259084	CLOSE WIC RECORDS 03/31/2019	1027-29(AR)	03/31/2019	09/30/2022
NS-9605	259085	CLOSE WIC RECORDS 04/01/2019	1027-29(AR)	04/01/2019	09/30/2022
NS-9606	259086	CLOSE WIC RECORDS 04/22/2019	1027-29(AR)	04/22/2019	09/30/2022
NS-9607	259087	CLOSE WIC RECORDS 03/07/2019	1027-29(AR)	03/07/2019	09/30/2022
NS-9608	259088	CLOSE WIC RECORDS 01/20/2019	1027-29(AR)	01/20/2019	09/30/2022
NS-9609	259089	CLOSE WIC RECORDS 01/31/2019	1027-29(AR)	01/31/2019	09/30/2022
NS-9610	259090	CLOSE WIC RECORDS 03/31/2019	1027-29(AR)	03/31/2019	09/30/2022
NS-9611	259091	CLOSE WIC RECORDS 04/26/2019	1027-29(AR)	04/26/2019	09/30/2022
NS-9612	259092	CLOSE WIC RECORDS 03/31/2019	1027-29(AR)	03/31/2019	09/30/2022
NS-9613	259093	CLOSE WIC RECORDS 05/25/2019	1027-29(AR)	05/25/2019	09/30/2022
NS-9614	259094	CLOSE WIC RECORDS 02/28/2019	1027-29(AR)	02/28/2019	09/30/2022
NS-9615	259095	CLOSE WIC RECORDS 03/31/2019	1027-29(AR)	03/31/2019	09/30/2022
NS-9616	259096	CLOSE WIC RECORDS 04/25/2019	1027-29(AR)	04/25/2019	09/30/2022
NS-9617	259097	CLOSE WIC RECORDS 03/31/2019	1027-29(AR)	03/31/2019	09/30/2022
NS-9618	259098	CLOSE WIC RECORDS 03/31/2019	1027-29(AR)	03/31/2019	09/30/2022
NS-9619	259099	CLOSE WIC RECORDS 04/30/2019	1027-29(AR)	04/30/2019	09/30/2022
NS-9620	259100	CLOSE WIC RECORDS 3/31/2019	1027-29(AR)	03/31/2019	09/30/2022
NS-9621	259101	CLOSE WIC RECORDS 02/28/2019	1027-29(AR)	02/28/2019	09/30/2022
NS-9622	259102	CLOSE WIC RECORDS 02/18/2019	1027-29(AR)	02/18/2019	09/30/2022
NS-9623	259103	CLOSE WIC RECORDS 03/31/2019	1027-29(AR)	03/31/2019	09/30/2022
NS-9624	259104	CLOSE WIC RECORDS 03/26/2019	1027-29(AR)	03/26/2019	09/30/2022
NS-9625	259105	CLOSE WIC RECORDS 01/31/2019	1027-29(AR)	01/31/2019	09/30/2022
NS-9626	259106	CLOSE WIC RECORDS 03/24/2019	1027-29(AR)	03/24/2019	09/30/2022
NS-9627	259107	CLOSE WIC RECORDS 02/28/2019	1027-29(AR)	02/28/2019	09/30/2022
NS-9628	259108	CLOSE WIC RECORDS 03/31/2019	1027-29(AR)	03/31/2019	09/30/2022
NS-9629	259109	CLOSE WIC RECORDS 04/30/2019	1027-29(AR)	04/30/2019	09/30/2022

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Date Range: 9/30/2021 - 9/30/2022

Customer: 275 - PUBLIC HEALTH

Item Type: BOX

Customer Box #	Item Code	Contents Description	Retention Code	To Date	Expire Date
NS-9630	259110	CLOSE WIC RECORDS 04/30/2019	1027-29(AR)	04/30/2019	09/30/2022
NS-9631	259111	CLOSE WIC RECORDS 03/31/2019	1027-29(AR)	03/31/2019	09/30/2022
NS-9632	259112	CLOSE WIC RECORDS 02/28/2019	1027-29(AR)	02/28/2019	09/30/2022
NS-9633	259113	CLOSE WIC RECORDS 04/30/2019	1027-29(AR)	04/30/2019	09/30/2022
NS-9634	259114	CLOSE WIC RECORDS 02/28/2019	1027-29(AR)	02/28/2019	09/30/2022
NS-9635	259115	CLOSE WIC RECORDS 03/20/2019	1027-29(AR)	03/20/2019	09/30/2022
NS-9636	259116	CLOSE WIC RECORDS 07/21/2019	1027-29(AR)	07/21/2019	09/30/2022
NS-9637	259117	CLOSE WIC RECORDS 03/31/2019	1027-29(AR)	03/31/2019	09/30/2022
NS-9638	259118	CLOSE WIC RECORDS 04/10/2019	1027-29(AR)	04/10/2019	09/30/2022
NS-9639	259119	CLOSE WIC RECORDS 11/22/2018	1027-29(AR)	11/22/2018	09/30/2022
NS-9640	259120	CLOSE WIC RECORDS 03/18/2019	1027-29(AR)	03/18/2019	09/30/2022
NS-9641	259121	CLOSE WIC RECORDS 02/28/2019	1027-29(AR)	02/28/2019	09/30/2022
NS-9642	259122	CLOSE WIC RECORDS 04/30/2019	1027-29(AR)	04/30/2019	09/30/2022
NS-9643	259123	CLOSE WIC RECORDS 03/31/2019	1027-29(AR)	03/31/2019	09/30/2022
NS-9644	259124	CLOSE WIC RECORDS 05/25/2019	1027-29(AR)	05/25/2019	09/30/2022
NS-9645	259125	CLOSE WIC RECORDS 03/31/2019	1027-29(AR)	03/31/2019	09/30/2022
NS-9646	259126	CLOSE WIC RECORDS 04/30/2019	1027-29(AR)	04/30/2019	09/30/2022
NS-9648	259128	CLOSE WIC RECORDS 04/30/2019	1027-29(AR)	04/30/2019	09/30/2022
NS-9649	259129	CLOSE WIC RECORDS 03/31/2019	1027-29(AR)	03/31/2019	09/30/2022
NS-9650	259130	CLOSE WIC RECORDS 03/31/2019	1027-29(AR)	03/31/2019	09/30/2022
NS-9651	259131	CLOSE WIC RECORDS 04/30/2019	1027-29(AR)	04/30/2019	09/30/2022
NS-9652	259132	CLOSE WIC RECORDS 02/28/2019	1027-29(AR)	02/28/2019	09/30/2022
NS-9653	259133	CLOSE WIC RECORDS 03/31/2019	1027-29(AR)	03/31/2019	09/30/2022
NS-9654	259134	CLOSE WIC RECORDS 02/28/2019	1027-29(AR)	02/28/2019	09/30/2022
NS-9655	259135	CLOSE WIC RECORDS 03/31/2019	1027-29(AR)	03/31/2019	09/30/2022
NS-9656	259136	CLOSE WIC RECORDS 04/30/2019	1027-29(AR)	04/30/2019	09/30/2022
NS-9657	259137	CLOSE WIC RECORDS 04/16/2019	1027-29(AR)	04/16/2019	09/30/2022
NS-9658	259138	CLOSE WIC RECORDS 04/12/2019	1027-29(AR)	04/12/2019	09/30/2022
NS-9659	259139	CLOSE WIC RECORDS 03/31/2019	1027-29(AR)	03/31/2019	09/30/2022
NS-9660	259140	CLOSE WIC RECORDS 03/31/2019	1027-29(AR)	03/31/2019	09/30/2022
NS-9661	259141	CLOSE WIC RECORDS 04/25/2019	1027-29(AR)	04/25/2019	09/30/2022
NS-9662	259142	CLOSE WIC RECORDS 04/30/2019	1027-29(AR)	04/30/2019	09/30/2022
NS-9663	259143	CLOSE WIC RECORDS 04/30/2019	1027-29(AR)	04/30/2019	09/30/2022
NS-9664	259144	CLOSE WIC RECORDS 03/20/2019	1027-29(AR)	03/20/2019	09/30/2022
NS-9665	259145	CLOSE WIC RECORDS 02/28/2019	1027-29(AR)	02/28/2019	09/30/2022
NS-9666	259146	CLOSE WIC RECORDS 02/22/2019	1027-29(AR)	02/22/2019	09/30/2022
NS-9667	259147	CLOSE WIC RECORDS 04/18/2019	1027-29(AR)	04/18/2019	09/30/2022
NS-9668	259148	CLOSE WIC RECORDS 04/30/2019	1027-29(AR)	04/30/2019	09/30/2022
NS-9669	259149	CLOSE WIC RECORDS 03/26/2019	1027-29(AR)	03/26/2019	09/30/2022
NS-9670	259150	CLOSE WIC RECORDS 03/31/2019	1027-29(AR)	03/31/2019	09/30/2022
NS-9671	259151	CLOSE WIC RECORDS 03/31/2019	1027-29(AR)	03/31/2019	09/30/2022
NS-9672	259152	CLOSE WIC RECORDS 03/31/2019	1027-29(AR)	03/31/2019	09/30/2022
NS-9673	259153	CLOSE WIC RECORDS 04/04/2019	1027-29(AR)	04/04/2019	09/30/2022
NS-9674	259154	CLOSE WIC RECORDS 04/30/2019	1027-29(AR)	04/30/2019	09/30/2022
NS-9675	259155	CLOSE WIC RECORDS 04/30/2019	1027-29(AR)	04/30/2019	09/30/2022
NS-9676	259156	CLOSE WIC RECORDS 04/30/2019	1027-29(AR)	04/30/2019	09/30/2022
NS-9677	259157	CLOSE WIC RECORDS 04/30/2019	1027-29(AR)	04/30/2019	09/30/2022
NS-9678	259158	CLOSE WIC RECORDS 03/31/2019	1027-29(AR)	03/31/2019	09/30/2022

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Date Range: 9/30/2021 - 9/30/2022

Customer: 275 - PUBLIC HEALTH

Item Type: BOX

Customer Box #	Item Code	Contents Description	Retention Code	To Date	Expire Date
NS-9679	259159	CLOSE WIC RECORDS 04/30/2019	1027-29(AR)	04/30/2019	09/30/2022
NS-9680	259160	CLOSE WIC RECORDS 03/31/2019	1027-29(AR)	03/31/2019	09/30/2022
NS-9681	259161	CLOSE WIC RECORDS 03/31/2019	1027-29(AR)	03/31/2019	09/30/2022
NS-9682	259162	CLOSE WIC RECORDS 02/28/2019	1027-29(AR)	02/28/2019	09/30/2022
NS-9683	259163	CLOSE WIC RECORDS 04/30/2019	1027-29(AR)	04/30/2019	09/30/2022
NS-9684	259164	CLOSE WIC RECORDS 01/31/2019	1027-29(AR)	01/31/2019	09/30/2022
NS-9685	259165	CLOSE WIC RECORDS 02/28/2019	1027-29(AR)	02/28/2019	09/30/2022
NS-9686	259166	CLOSE WIC RECORDS 03/31/2019	1027-29(AR)	03/31/2019	09/30/2022
NS-9687	259167	CLOSE WIC RECORDS 02/28/2019	1027-29(AR)	02/28/2019	09/30/2022
NS-9688	259168	CLOSE WIC RECORDS 03/31/2019	1027-29(AR)	03/31/2019	09/30/2022
NS-9689	259169	CLOSE WIC RECORDS 03/31/2019	1027-29(AR)	03/31/2019	09/30/2022
NS-9690	259170	CLOSE WIC RECORDS 03/31/2019	1027-29(AR)	03/31/2019	09/30/2022
NS-9691	259171	CLOSE WIC RECORDS 04/25/2019	1027-29(AR)	04/25/2019	09/30/2022
NS-9692	259172	CLOSE WIC RECORDS 12/31/2018	1027-29(AR)	12/31/2018	09/30/2022
NS-9693	259173	CLOSE WIC RECORDS 06/03/2019	1027-29(AR)	06/03/2019	09/30/2022
NS-9694	259174	CLOSE WIC RECORDS 01/31/2019	1027-29(AR)	01/31/2019	09/30/2022
NS-9695	259175	CLOSE WIC RECORDS 01/31/2019	1027-29(AR)	01/31/2019	09/30/2022
NS-9696	259176	CLOSE WIC RECORDS 04/30/2019	1027-29(AR)	04/30/2019	09/30/2022
NS-9697	259177	CLOSE WIC RECORDS 02/01/2019	1027-29(AR)	02/01/2019	09/30/2022
NS-9698	259178	CLOSE WIC RECORDS 02/25/2019	1027-29(AR)	02/25/2019	09/30/2022
NS-9699	259179	CLOSE WIC RECORDS 03/21/2019	1027-29(AR)	03/21/2019	09/30/2022
NS-9700	259180	CLOSE WIC RECORDS 04/12/2019	1027-29(AR)	04/12/2019	09/30/2022
NS-9701	259181	CLOSE WIC RECORDS 04/12/2019	1027-29(AR)	04/12/2019	09/30/2022
NS-9702	259182	CLOSE WIC RECORDS 04/06/2019	1027-29(AR)	04/06/2019	09/30/2022
NS-9703	259183	CLOSE WIC RECORDS 03/31/2019	1027-29(AR)	03/31/2019	09/30/2022
NS-9704	259184	CLOSE WIC RECORDS 02/14/2019	1027-29(AR)	02/14/2019	09/30/2022
NS-9705	259185	CLOSE WIC RECORDS 04/24/2019	1027-29(AR)	04/24/2019	09/30/2022
NS-9767	259286	CLOSE WIC MEDICAL RECORDS 03/25/2019	1027-29(AR)	03/25/2019	09/30/2022
NS-9768	259287	CLOSE WIC MEDICAL RECORDS 04/30/2019	1027-29(AR)	04/30/2019	09/30/2022
NS-9769	259288	CLOSE WIC MEDICAL RECORDS 03/21/2019	1027-29(AR)	03/31/2019	09/30/2022
NS-9706	259289	CLOSE WIC RECORDS 12/31/2018	1027-29(AR)	12/31/2018	09/30/2022
NS-9707	259290	CLOSE WIC RECORDS 08/31/2019	1027-29(AR)	08/31/2019	09/30/2022
NS-9713	259296	CLOSE WIC RECORDS 04/30/2019	1027-29(AR)	04/30/2019	09/30/2022
NS-9714	259297	CLOSE WIC RECORDS 02/28/2019	1027-29(AR)	02/28/2019	09/30/2022
NS-9715	259298	CLOSE WIC RECORDS 01/31/2019	1027-29(AR)	01/31/2019	09/30/2022
NS-9716	259299	CLOSE WIC RECORDS 01/31/2019	1027-29(AR)	01/31/2019	09/30/2022
NS-9717	259300	CLOSE WIC RECORDS 01/31/2019	1027-29(AR)	01/31/2019	09/30/2022
NS-9721	259304	CLOSE WIC RECORDS 10/31/2018	1027-29(AR)	10/31/2018	09/30/2022
NS-9724	259307	CLOSE WIC RECORDS 01/31/2019	1027-29(AR)	01/31/2019	09/30/2022
NS-9726	259309	CLOSE WIC RECORDS 02/25/2019	1027-29(AR)	02/25/2019	09/30/2022
NS-9727	259310	CLOSE WIC RECORDS 01/31/2019	1027-29(AR)	01/31/2019	09/30/2022
NS-9733	259316	CLOSE WIC RECORDS 02/28/2019	1027-29(AR)	02/28/2019	09/30/2022
NS-9734	259317	CLOSE WIC RECORDS 01/31/2019	1027-29(AR)	01/31/2019	09/30/2022
NS-9735	259318	CLOSE WIC RECORDS 04/30/2019	1027-29(AR)	04/30/2019	09/30/2022
NS-9736	259319	CLOSE WIC RECORDS 03/31/2019	1027-29(AR)	03/31/2019	09/30/2022
NS-9737	259320	CLOSE WIC RECORDS 03/31/2019	1027-29(AR)	03/31/2019	09/30/2022

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Date Range: 9/30/2021 - 9/30/2022

Customer: 275 - PUBLIC HEALTH

Item Type: BOX

Customer Box #	Item Code	Contents Description	Retention Code	To Date	Expire Date
NS-9739	259322	CLOSE WIC RECORDS 10/31/2018	1027-29(AR)	10/31/2018	09/30/2022
NS-9740	259323	CLOSE WIC RECORDS 08/31/2019	1027-29(AR)	08/31/2019	09/30/2022
NS-9741	259324	CLOSE WIC RECORDS 11/30/2018	1027-29(AR)	11/30/2018	09/30/2022
NS-9744	259327	CLOSE WIC RECORDS 12/31/2018	1027-29(AR)	12/31/2018	09/30/2022
NS-9746	259329	CLOSE WIC RECORDS 02/28/2019	1027-29(AR)	02/28/2019	09/30/2022
NS-9747	259330	CLOSE WIC RECORDS 03/31/2019	1027-29(AR)	03/31/2019	09/30/2022
NS-9749	259332	CLOSE WIC RECORDS 08/28/2019	1027-29(AR)	02/28/2019	09/30/2022
NS-9750	259333	CLOSE WIC RECORDS 10/31/2018	1027-29(AR)	10/31/2018	09/30/2022
NS-9751	259334	CLOSE WIC RECORDS 12/31/2018	1027-29(AR)	12/31/2018	09/30/2022
NS-9752	259335	CLOSE WIC RECORDS 12/31/2018	1027-29(AR)	12/31/2018	09/30/2022
NS-9753	259336	CLOSE WIC RECORDS 12/31/2018	1027-29(AR)	12/31/2018	09/30/2022
NS-9759	259342	CLOSE WIC RECORDS 10/31/2018	1027-29(AR)	10/31/2018	09/30/2022
NS-9760	259343	CLOSE WIC RECORDS 11/30/2018	1027-29(AR)	11/30/2018	09/30/2022
NS-9762	259345	CLOSE WIC RECORDS 10/31/2018	1027-29(AR)	10/31/2018	09/30/2022
NS-9770	260112	CLOSED WIC RECORDS 01/31/2019	1027-29(AR)	01/31/2019	09/30/2022
NS-9771	260113	CLOSED WIC RECORDS 01/31/2019	1027-29(AR)	01/31/2019	09/30/2022
NS-9772	260114	CLOSED WIC RECORDS 03/31/2019	1027-29(AR)	03/31/2019	09/30/2022
NS-9773	260115	CLOSED WIC RECORDS 04/30/2019	1027-29(AR)	04/30/2019	09/30/2022
NS-9805	260171	CLOSE WIC RECORDS 10/31/2018	1027-29(AR)	10/31/2018	09/30/2022
NS-9806	260172	CLOSE WIC RECORDS 10/31/2018	1027-29(AR)	10/31/2018	09/30/2022
NS-9807	260173	CLOSE WIC RECORDS 10/31/2018	1027-29(AR)	10/31/2018	09/30/2022
NS-9808	260174	CLOSE WIC RECORDS 11/30/2018	1027-29(AR)	11/30/2018	09/30/2022
NS-9809	260175	CLOSE WIC RECORDS 11/30/2018	1027-29(AR)	11/30/2018	09/30/2022
NS-9810	260176	CLOSE WIC RECORDS 12/31/2018	1027-29(AR)	12/31/2018	09/30/2022
NS-9811	260177	CLOSE WIC RECORDS 12/31/2018	1027-29(AR)	12/31/2018	09/30/2022

Customer Total: 322

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 Records Management Officer & Universal Services Information Governance 406 Caroline Houston, TX 77002 713-274-9840	Henry Gonzales Executive Director Juvenile Probation 1200 Congress, 3 rd Floor Houston, TX 77002 713-222-4100	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: **November 14th 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.

Signature, Records Management Officer *Brian Foster*

By signing this document destruction notice, I certify that these documents are eligible for destruction under the County records retention schedule. I also certify that I reviewed all claims and litigation hold letters, directives, PIA request, audits, or investigations through today's date and: (1) none of the documents and other things scheduled for destruction are related to active or anticipated litigation, (2) none of the documents and other things scheduled for destruction are related to active litigation hold letters or directives received by our office or employees, and (3) all documents and other things in our possession that could be related to litigation or hold directives have been provided to the attorney handling that claim.

Signature, Custodian Department Head's Representative *Henry Gonzales*

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

I have been informed that the County Attorney's Office sent timely and appropriate litigation hold letter(s) to the entity listed below in every known or anticipated case involving the entity and its employees. I have also reviewed the entity's certification that these documents are eligible for destruction under County policy and none of the documents scheduled for destruction relate to active or anticipated litigation or active litigation hold letters or directives. Based on these representations, I agree to the destruction of these documents. I have no personal knowledge of these facts and have not reviewed the litigation hold letters or independently confirmed this information.

Signature, County Attorney's Representative *Seth Hopkins* **Date** 10/23/2023

By signing this destruction notice, I certify that these records are eligible for destruction under the County records retention schedule and are not related to any open criminal investigations or cases that I am aware of.

Signature, District Attorney's Representative *Brian Rose* **Date** 10/23/2023

By signing this destruction notice, I certify that these records are eligible for destruction under the County records retention schedule and are not related to any audit, investigation or item holds that I am aware of.

Signature, County Auditor's Representative *S. W. Hoya* **Date** 10/23/2023

Item Type: BOX

Customer Box #	Item Code	Contents Description	Retention Code	To Date	Expire Date
DET-029	281784	SCANNED CONSTANT WATCH LOGS JAN-MAR 2019	0000-00	03/31/2019	03/31/2020
DET-030	281787	SCANNED CONSTANT WATCH LOGS APRIL - JUNE 2019	0000-00	06/30/2019	06/30/2020
DET-031	281790	SCANNED CONSTANT WATCH LOGS JULY - SEPT 2019	0000-00	09/30/2019	09/30/2020
DET-032	281793	SCANNED CONSTANT WATCH LOGS OCT - DEC 2019	0000-00	12/31/2019	12/31/2020
DET-028	281794	SCANNED CONSTANT WATCH LOGS OCT - DEC 2018	0000-00	12/31/2018	12/31/2019

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Customer Box #	Item Code	Contents Description	Retention Code	To Date	Expire Date
DET-025	281797	SCANNED CONSTANT WATCH LOGS JAN-MAR 2018	0000-00	03/31/2018	03/31/2019
DET-027	281802	SCANNED CONSTANT WATCH LOGS JULY - SEPT 2018	0000-00	09/30/2018	09/30/2019
DET-026	281803	SCANNED CONSTANT WATCH LOGS APRIL - JUNE 2018	0000-00	06/30/2018	06/30/2019
DET-034	281808	SCANNED CONSTANT WATCH LOGS APRIL - JUNE 2020	0000-00	06/30/2020	06/30/2021
DET-033	281809	SCANNED CONSTANT WATCH LOGS JAN - MARCH 2020	0000-00	03/31/2020	03/31/2021
DET-023	281813	SCANNED RESTRAINT LOGS JULY - SEPT 2020	0000-00	09/30/2020	09/30/2021
DET-035	281814	SCANNED CONSTANT WATCH LOGS JULY - SEPT 2020	0000-00	09/30/2020	09/30/2021
DET-036	281815	SCANNED CONSTANT WATCH LOGS OCT - DEC 2020	0000-00	12/31/2020	12/31/2021
DET-024	281816	SCANNED RESTRAINT LOGS OCT - DEC 2020	0000-00	12/31/2020	12/31/2021
DET-039	281818	SCANNED EXCEPTION REPORTS JAN - JUNE 2019	0000-00	06/30/2019	06/30/2020
DET-041	281819	SCANNED EXCEPTION REPORTS JAN - JUNE 2019	0000-00	06/30/2020	06/30/2021
DET-037	281820	SCANNED EXCEPTION REPORTS JAN - JUNE 2018	0000-00	06/30/2018	06/30/2019
DET-038	281821	SCANNED EXCEPTION REPORTS JULY - DEC 2018	0000-00	12/31/2018	12/31/2019
DET-040	281822	SCANNED EXCEPTION REPORTS JULY - DEC 2019	0000-00	12/31/2019	12/31/2020
DET-042	281823	SCANNED 2019 MINOR RULE VIOLATION REPORTS	0000-00	12/31/2019	12/31/2020
DET-043	281824	SCANNED 2020 MINOR RULE VIOLATION REPORTS	0000-00	12/31/2020	12/31/2021
DET-044	281825	SCANNED 2020 DISCIPLINARY SECLUSION REPORTS	0000-00	12/31/2020	12/31/2021
DET-045	281826	SCANNED 2020 RESIDENT INITIATED SEPERATION REPORTS	0000-00	12/31/2020	12/31/2021
DET-046	281827	SCANNED 2019 LOOSE INCIDENT REPORTS	0000-00	12/31/2019	12/31/2020
DET-047	281828	SCANNED 2020 LOOSE INCIDENT REPORTS	0000-00	12/31/2020	12/31/2021
DET-048	281829	SCANNED 2019 REFUSAL TO ATTEND SCHOOL REPORTS	0000-00	12/31/2019	12/31/2020
DET-049	281830	SCANNED 2020 REFUSAL TO ATTEND SCHOOL REPORTS	0000-00	12/31/2020	12/31/2021
DET-050	281831	SCANNED 2018 MAJOR RULE VIOLATION REPORTS	0000-00	12/31/2018	12/31/2019
DET-051	281832	SCANNED 2019 MAJOR RULE VIOLATION REPORTS	0000-00	12/31/2019	12/31/2020
DET-052	281833	SCANNED 2020 MAJOR RULE VIOLATION REPORTS	0000-00	12/31/2020	12/31/2021
DET-053	281834	SCANNED JUVENILE PHONE LOGS JAN-MAR 2019	0000-00	03/31/2019	03/31/2020
DET-054	281835	SCANNED JUVENILE PHONE LOGS APR - JUNE 2019	0000-00	06/30/2019	06/30/2020

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DET-055	281836	SCANNED JUVENILE PHONE LOGS JULY - SEPT 2019	0000-00	09/30/2019	09/30/2020
DET-056	281837	SCANNED JUVENILE PHONE LOGS OCT - DEC 2019	0000-00	12/31/2019	12/31/2020
DET-057	281838	SCANNED JUVENILE PHONE LOGS APRIL - JUNE 2020	0000-00	06/30/2020	06/30/2021
DET-058	281839	SCANNED JUVENILE PHONE LOGS JULY - SEPT 2020	0000-00	09/30/2020	09/30/2021
DET-059	281840	SCANNED JUVENILE PHONE LOGS OCT - DEC 2020	0000-00	12/31/2020	12/31/2021
DET-060	281841	SCANNED CLOSE OBSERVATION LOGS JAN-MAR 2019	0000-00	03/31/2019	03/31/2020
DET-076	281842	SCANNED RESTRAINT LOGS JAN-MAR 2019	0000-00	03/31/2019	03/31/2020
DET-061	281843	SCANNED CLOSE OBSERVATION LOGS APRIL - JUNE 2019	0000-00	06/30/2019	06/30/2020
DET-077	281844	SCANNED RESTRAINT LOGS APRIL - JUNE 2019	0000-00	06/30/2019	06/30/2020
DET-062	281845	SCANNED CLOSE OBSERVATION LOGS JULY - SEPT 2019	0000-00	09/30/2019	09/30/2020
DET-078	281846	SCANNED RESTRAINT LOGS JULY - SEPT 2019	0000-00	09/30/2019	09/30/2020
DET-063	281847	SCANNED CLOSE OBSERVATION LOGS OCT - DEC 2019	0000-00	12/31/2019	12/31/2020
DET-079	281848	SCANNED RESTRAINT LOGS OCT - DEC 2019	0000-00	12/31/2019	12/31/2020
DET-075	281849	SCANNED RESTRAINT LOGS OCT - DEC 2018	0000-00	12/31/2018	12/31/2019
DET-067	281850	SCANNED CLOSE OBSERVATION LOGS OCT - DEC 2018	0000-00	12/31/2018	12/31/2019
DET-072	281851	SCANNED RESTRAINT LOGS JAN-MAR 2018	0000-00	03/31/2018	03/31/2019
DET-064	281852	SCANNED CLOSE OBSERVATION LOGS JAN-MAR 2018	0000-00	03/31/2018	03/31/2019
DET-066	281853	SCANNED CLOSE OBSERVATION LOGS JAN-MAR 2018	0000-00	09/30/2018	09/30/2019
DET-074	281854	SCANNED RESTRAINT LOGS JULY - SEPT 2018	0000-00	09/30/2018	09/30/2019
DET-073	281855	SCANNED RESTRAINT LOGS APRIL - JUNE 2018	0000-00	06/30/2018	06/30/2019
DET-065	281856	SCANNED CLOSE OBSERVATION LOGS APRIL - JUNE 2018	0000-00	06/30/2018	06/30/2019
DET-069	281857	SCANNED CLOSE OBSERVATION LOGS APRIL - JUNE 2020	0000-00	06/30/2020	06/30/2021
DET-081	281858	SCANNED RESTRAINT LOGS APRIL - JUNE 2020	0000-00	06/30/2020	06/30/2021
DET-080	281859	SCANNED RESTRAINT LOGS JAN - MARCH 2020	0000-00	03/31/2020	03/31/2021
DET-068	281860	SCANNED CLOSE OBSERVATION LOGS JAN - MARCH 2020	0000-00	03/31/2020	03/31/2021
DET-070	281861	SCANNED CLOSE OBSERVATION LOGS JULY - SEPT 2020	0000-00	09/30/2020	09/30/2021
DET-071	281862	SCANNED CLOSE OBSERVATION LOGS OCT - DEC 2020	0000-00	12/31/2020	12/31/2021

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1076	279945	JOB POSTINGS 1745-1761 (2017)	1052-06	12/31/2017	12/31/2020
1077	279946	JOB POSTINGS 1719-1762 (2017)	1052-06	12/31/2017	12/31/2020
1078	279947	JOB POSTINGS 1558 (2017/2018)	1052-06	12/31/2018	12/31/2021
1079	279948	JOB POSTINGS 1798-1852 (2018/2019)	1052-06	12/31/2019	12/31/2022
1080	279949	JOB POSTINGS 1799-1816 (2018/2019)	1052-06	12/31/2019	12/31/2022
1081	279950	JOB POSTINGS 1779-1816 (2018/2019)	1052-06	12/31/2019	12/31/2022
1082	279951	JOB POSTINGS 1737-1771 (2017)	1052-06	12/31/2017	12/31/2020
1083	279952	JOB POSTINGS 1700-1718 (2017)	1052-06	12/31/2017	12/31/2020
1084	279953	JOB POSTINGS 1291/1549/1559 (2014)	1052-06	12/31/2014	12/31/2017
1085	279954	JOB POSTINGS 1627-1639 (2015)	1052-06	12/31/2015	12/31/2018
1086	279955	JOB POSTINGS 1649-1652 (2016)	1052-06	12/31/2016	12/31/2019
1087	279956	JOB POSTINGS 1667-1681 (2017)	1052-06	12/31/2017	12/31/2020
1088	279957	JOB POSTINGS 1206-1223 (2009)	1052-06	12/31/2009	12/31/2012
1089	279958	JOB POSTINGS 1291 (2012)	1052-06	12/31/2012	12/31/2015
1090	279959	JOB POSTINGS 1640-1648 (2015/2016)	1052-06	12/31/2016	12/31/2019
1091	279960	JOB POSTINGS 1595-1609 (2015)	1052-06	12/31/2015	12/31/2018
1092	279961	JOB POSTINGS 1567-1588 (2014/2015)	1052-06	12/31/2015	12/31/2018
1093	279962	JOB POSTINGS 1291 (FEB 2013-MAY 2013)	1052-06	05/31/2013	05/31/2016
1094	279963	JOB POSTINGS 1291 (JULY 2013 - DECEMBER 2013)	1052-06	12/31/2013	12/31/2016
1095	279964	JOB POSTINGS 1291 (JAN 2014 - JULY 2014)	1052-06	07/31/2014	07/31/2017
1096	279965	JOB POSTINGS 1291 (2010/2011)	1052-06	12/31/2011	12/31/2014
1097	279966	JOB POSTINGS 1420-1442 (2013)	1052-06	12/31/2013	12/31/2016
1098	279967	JOB POSTINGS 1443-1455 (2013)	1052-06	12/31/2013	12/31/2016
1099	279968	JOB POSTINGS 1476-1486 (2013)	1052-06	12/31/2013	12/31/2016
1100	279969	JOB POSTINGS 1465-1475 (2013)	1052-06	12/31/2013	12/31/2016
1101	279970	JOB POSTINGS 1456-1465 (2013)	1052-06	12/31/2013	12/31/2016
1102	279971	JOB POSTINGS 1559 (2015)	1052-06	12/31/2015	12/31/2018
1103	279972	JOB POSTINGS 1559 & 1549 (2015)	1052-06	12/31/2015	12/31/2018
1104	279973	JOB POSTINGS 1487-1525 (2013)	1052-06	12/31/2013	12/31/2016
1105	279974	JOB POSTINGS 1487-1525 (2014)	1052-06	12/31/2014	12/31/2017
1106	279975	JOB POSTINGS 1526-1544 (2014)	1052-06	12/31/2014	12/31/2017
1107	279976	JOB POSTINGS 1600 (2016)	1052-06	12/31/2016	12/31/2019
1108	279977	JOB POSTINGS 1600 (2015)	1052-06	12/31/2015	12/31/2018
1109	279978	JOB POSTINGS 1313-1320 (2011)	1052-06	12/31/2011	12/31/2014
1110	279979	JOB POSTINGS 1126-1148 (2008)	1052-06	12/31/2008	12/31/2011
1111	279980	JOB POSTINGS 1070-1101 (2008)	1052-06	12/31/2008	12/31/2011
1112	279981	JOB POSTINGS 160-1667 (2017)	1052-06	12/31/2017	12/31/2020
1203	282249	JOB POSTINGS 2014 #1526-1544	1052-06	12/31/2014	12/31/2017
1204	282250	JOB POSTINGS 2014 #1526-1544	1052-06	12/31/2014	12/31/2017
1205	282251	JOB POSTINGS 2012 #1291	1052-06	12/31/2012	12/31/2015
1206	282252	JOB POSTINGS 2013 #1487-1525	1052-06	12/31/2013	12/31/2016
1026	266525	LOPEZ, ANGELA NAVARRETTE - RIVERA, JAIME RENE	1052-07(AR)	09/29/2017	09/29/2022
1067	273048	FORD, DIANDRIA JULIEANA - JACKSON, CAROLYN	1052-07(AR)	03/05/2018	03/05/2023
1068	273049	JAMES, TIMOTHY - NELSON, HUMBERTO DEMOND	1052-07(AR)	03/18/2018	03/18/2023

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1069	273050	ONYECHI, KENECHUKWU CHINEMELU - TYRONE, DUMAIRUS ROSHAUN	1052-07(AR)	03/31/2018	03/31/2023
1071	273052	WHITMIRE, SARAH D - FISHER SR, MARK DAMON	1052-07(AR)	06/30/2018	06/30/2023
1072	273053	FREENEY, PATRICK GLENN - JOHNSON JR, GEORGE ELZIE	1052-07(AR)	06/30/2018	06/30/2023
1073	273054	JOHNSON, CAMERON MASON - PEARSON, EARNEST LENARD	1052-07(AR)	06/30/2018	06/30/2023
1074	273055	RIVERA, VINCENT ANDREW - WILSON, PATRICK T	1052-07(AR)	06/22/2018	06/22/2023
1129	280169	BOX 17 OR 27- 04-05 FSLA ISSUES/LEVEL INCREASES	1052-07(AR)	01/01/2005	01/01/2010
1130	280170	BOX 18 OR 27- 04-05 HIPPA, GRIEVANCE MEMO'S	1052-07(AR)	01/01/2005	01/01/2010
1131	280171	BOX 19 OF 27 -04-05 OLD HCJPD TRAINING/SALARY DRAFTS	1052-07(AR)	01/01/2005	01/01/2010
1116	280172	BOX 20 OF 27 – 04-05 EMPLOYEE BENEFITS MEMO'S	1052-07(AR)	01/01/2005	01/01/2010
1117	280173	BOX 21 OF 27 – 04-05 POLICY AND PROCEDURE	1052-07(AR)	01/01/2005	01/01/2010
1118	280174	BOX 22 OF 27 – 04-05 FMLA MEMO'S	1052-07(AR)	01/01/2005	01/01/2010
1119	280175	BOX 23 OF 27 – 004-05 HR POLICY AND PROCEDURE DRAFTS	1052-07(AR)	01/01/2005	01/01/2010
1120	280176	BOX 24 OF 27 –04-05 FMAL POLICY MEMO'S	1052-07(AR)	01/01/2005	01/01/2010
1121	280177	BOX WITH GREEN LABEL: 95 ETHICS TRAINING	1052-07(AR)	01/01/1995	01/01/2000
1122	280178	BOX LABELED - 98 LEVEL INCREASE DRAFTS	1052-07(AR)	12/31/1998	12/31/2003
1123	280179	BOX 1 OF 2 = 95-99 EMPLOYEE INJURY REPORT	1052-07(AR)	01/01/1999	01/01/2004
1124	280180	BOX OF 2=95-99 EMPLOYEE INJURY REPORT	1052-07(AR)	01/01/1999	01/01/2004
1125	280181	BOX 95-99 1 OF 2 =EEOC EEOC EMPLOYEE PAPERWORK	1052-07(AR)	01/01/1999	01/01/2004
1126	280182	BOX 95- 99 2 OR 2 =EEOC EEOC EMPLOYEE PAPERWORK	1052-07(AR)	01/01/1999	01/01/2004
1127	280183	BOX - 2007 LABELED DISCIPLINARY ACTIONS	1052-07(AR)	12/31/2007	12/31/2012
1128	280184	BOX – 2007 LABELED TRAINING MANUALS	1052-07(AR)	12/31/2007	12/31/2012
910	242917	DET A-J 12/23/17-1/19/18	1052-13	01/19/2018	01/20/2023
911	242918	DET A-J- 01/20/18-03/02/18	1052-13	03/02/2018	03/03/2023
912	242919	DET A-J 03/03/18-04/13/18	1052-13	04/13/2018	04/14/2023
913	242920	DET A-J 04/14/18- 05/25/18	1052-13	05/25/2018	05/26/2023
914	242921	DET 05/26/18-07/06/18	1052-13	07/06/2018	07/07/2023
915	242922	DET A-J 07/07/18-08/17/18	1052-13	08/17/2018	08/18/2023
916	242923	DET A-J 08/18/18-9/28/18	1052-13	09/28/2018	09/29/2023
919	242926	HCYV 1801010-1801040 12/23/17-02/16/18	1052-13	02/16/2018	02/17/2023
920	242927	HCYV 1801050-1501080 02/17/18-04/13/18	1052-13	04/13/2018	04/14/2023
921	242928	HCYV 1801090-1801120 06/08/18	1052-13	06/08/2018	06/09/2023

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922	242929	HCYV 1801130-1801160 06/09/18-08/03/18	1052-13	08/03/2018	08/04/2023
927	242934	841 SCHOOL PAYROLL 06/4/17-07/07/17 TO 12/23/17-01/05/18	1052-13	01/05/2018	01/06/2023
941	242948	BBRC 07/21/18-10/12/18	1052-13	10/21/2018	10/22/2023
942	242949	BBRC 05/12/18-07/20/18	1052-13	07/20/2018	07/21/2023
943	242950	BBRC 03/03/18-05/11/18	1052-13	05/11/2018	05/12/2023
945	242952	BBRC 12/23/17-03/02/18	1052-13	03/02/2018	03/03/2023
1173	282219	FMLA 2011 - A-E	1052-13	12/31/2011	01/01/2017
1174	282220	FMLA 2011 - F-L	1052-13	12/31/2011	01/01/2017
1175	282221	FMLA 2011 - M-S	1052-13	12/31/2011	01/01/2017
1176	282222	FMLA 2011 - T-Z	1052-13	12/31/2011	01/01/2017
1177	282223	FMLA 2012 - A-E	1052-13	12/31/2012	01/01/2018
1178	282224	FMLA 2012 - F-J	1052-13	12/31/2012	01/01/2018
1179	282225	FMLA 2012 - K-Q	1052-13	12/31/2012	01/01/2018
1180	282226	FMLA 2012 - R-Z	1052-13	12/31/2012	01/01/2018
1181	282227	FMLA 2013 - A-D	1052-13	12/31/2013	01/01/2019
1182	282228	FMLA 2013 - E-H	1052-13	12/31/2013	01/01/2019
1183	282229	FMLA 2013 - I-R	1052-13	12/31/2013	01/01/2019
1184	282230	FMLA 2013 - S-Z	1052-13	12/31/2013	01/01/2019
1185	282231	FMLA 2014 A-G	1052-13	12/31/2014	01/01/2020
1186	282232	FMLA 2014 H-L	1052-13	12/31/2014	01/01/2020
1187	282233	FMLA 2014 M-T	1052-13	12/31/2014	01/01/2020
1188	282234	FMLA 2014 U-Z	1052-13	12/31/2014	01/01/2020
1189	282235	FMLA 2015 A-C	1052-13	12/31/2015	01/01/2021
1190	282236	FMLA 2015 D-J	1052-13	12/31/2015	01/01/2021
1191	282237	FMLA 2015 K-R	1052-13	12/31/2015	01/01/2021
1192	282238	FMLA 2015 S-Z	1052-13	12/31/2015	01/01/2021
1193	282239	FMLA 2016 A-I	1052-13	12/31/2016	01/01/2022
1194	282240	FMLA 2016 J-Q	1052-13	12/31/2016	01/01/2022
1195	282241	FMLA 2016 R-Z	1052-13	12/31/2016	01/01/2022
1196	282242	FMLA 2017 A-G	1052-13	12/31/2017	01/01/2023
1197	282243	FMLA 2017 H-N	1052-13	12/31/2017	01/01/2023
1198	282244	FMLA 2017 O-Z	1052-13	12/31/2017	01/01/2023
1207	282253	BBRC 2008 EXPIRED FMLA	1052-13	12/31/2008	01/01/2014
1208	282254	2010 EXPIRED FMLA	1052-13	12/31/2010	01/01/2016
848	224804	BBRC TIMESHEETS 8/5/2017-9/15/2017	1052-31	09/15/2017	09/15/2022
855	224811	AUXILIARY TIMESHEETS 8/5/2017-9/15/2017	1052-31	09/15/2017	09/15/2022
929	242936	HCLA TIMESHEETS 12/23/17-3/2/18	1052-31	03/02/2018	03/02/2023
930	242937	HCLA TIMESHEETS 5/12/18-7/20/18	1052-31	07/20/2018	07/20/2023
931	242938	HCLA TIMESHEETS 03/03/18-05/1/18	1052-31	05/11/2018	05/11/2023
934	242941	AUX TIMESHEETS 1801010 12/23/17-01/05/18 1801040 02/03/18-02/16/18	1052-31	02/16/2018	02/16/2023
935	242942	AUX TIMESHEETS 1801090 04/14/18-04/27/18 TO 1801120 05/26/18-06/08/18	1052-31	06/08/2018	06/08/2023

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Item Type: BOX

Customer Box #	Item Code	Contents Description	Retention Code	To Date	Expire Date
936	242943	AUX TIMESHEETS 1801050 02/17/18-03/02/18 TO 1801080 03/31/18-4/13/18	1052-31	04/13/2018	04/13/2023
937	242944	AUX TIMESHEETS 1801130 06/09/18-06/22/18 TO 1801160 07/21/18-8/03/18	1052-31	08/03/2018	08/03/2023
938	242945	AUX TIMESHEETS 1801170 08/04/18-08/17/18 TO 1801200 9/15/18-9/28/18	1052-31	09/28/2018	09/28/2023
947	242954	DET TIMESHEETS K-Z 1801160 TO 1801190 07/21/18-9/14/18	1052-31	09/14/2018	09/14/2023
948	242955	DET TIMESHEETS K-Z 180180 TO 1801110 03/31/18-05/25/18	1052-31	05/25/2018	05/25/2023
949	242956	DET TIMESHEETS K-Z 1801120 TO 1801150 05/26/18-07/20/18	1052-31	07/20/2018	07/20/2023
950	242957	DET TIMESHEETS K-Z 12/23/17-02/02/18; DET SHIFT LOG 05/26/18 - 06/22/18 1801120-1801030	1052-31	06/22/2018	06/22/2023
951	242958	DETENTION SHIFT LOGS 12/23/18-05/25/18	1052-31	05/25/2018	05/25/2023
952	242959	DET TIMESHEETS K-Z 02/03/18-03/30/18 1801040-1801070	1052-31	03/30/2018	03/30/2023
953	242960	2018 HCLA TIMESHEETS 7/21/2018- 9/28/2018	1052-31	09/28/2018	09/28/2023
1036	265624	PAYROLL 132S 1701180 (841) TO PAYROLL 132S 1701232; PAYROLL 132S (841) 1701232 TO PAYROLL 132S 1801022 (841)	1052-31	02/14/2018	02/14/2023

Customer Total: 186

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