



UNIVERSAL SERVICES ★ HARRIS COUNTY

MG Richard J. Noriega (Ret), Interim Executive Director & CIO



Information Technology



Public Safety Technology



Fleet

April 20, 2021

Commissioners Court
Harris County Administration Building
1001 Preston, 9th Floor
Houston, Texas 77002

RE: Request for Authorization to Destroy Records

Members of Commissioners Court:

The Universal Services Records Management Section, request authorization to destroy various records from Riverside Hospital that have been damaged by mold.

In accordance with the Harris County Records and Information Management Plan, adopted by Commissioners Court on December 17, 2019, Section II.A13, the County Records Management Officer shall *Act as the Records Custodian for those Records for which the office of origin cannot be determined, Records of defunct offices unless the Records have been transferred to the custody of another County office, Records that the County acquires coincidental to the acquisition of property unless those Records are required by a County department to maintain or administer the asset, and for existing offices for programs no longer overseen by the department head if the department head transfers them to the Records Management Officer.*

This destruction request has been reviewed and approved by the County Records Management Committee.

Sincerely,

MG Richard J. Noriega (Ret)
Interim Executive Director & CIO

RJN/BF/jrc
Attachments

For Inclusion on Court Agenda dated April 27, 2021

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	TO:	Commissioners Court				
		County Records Management Committee				
<p>We hereby give notice of our intent to dispose of the following records on or after April 28, 2021</p> <p>These records were destroyed by water damage / mold.</p> <p><u>Brian W Foster</u> Signature, Custodian (Records Management Officer)</p>						
<p>CONCURRENCE OF COUNTY RECORDS MANAGEMENT SUBCOMMITTEE TO REVIEW DESTRUCTIONS OF COUNTY RECORDS</p> <table><tr><td><u>Scott Dufree</u> DISTRICT ATTORNEY'S REPRESENTATIVE</td><td><u>S. W. Hoza</u> COUNTY AUDITOR'S REPRESENTATIVE</td></tr><tr><td><u>Graylon Wells</u> COUNTY ATTORNEY'S REPRESENTATIVE</td><td>DATE APPROVED BY COMMISSIONERS COURT: <div></div></td></tr></table>			<u>Scott Dufree</u> DISTRICT ATTORNEY'S REPRESENTATIVE	<u>S. W. Hoza</u> COUNTY AUDITOR'S REPRESENTATIVE	<u>Graylon Wells</u> COUNTY ATTORNEY'S REPRESENTATIVE	DATE APPROVED BY COMMISSIONERS COURT: <div></div>
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<u>Graylon Wells</u> COUNTY ATTORNEY'S REPRESENTATIVE	DATE APPROVED BY COMMISSIONERS COURT: <div></div>					
RECORD TITLE AND COMMENTS		VOLUME				
Abandoned administrative and medical records from Riverside Hospital that were delivered to Harris County from non-climate controlled storage facility. Approximately 20% of the content experienced mold damage.		500 cubic feet				



CERTIFICATE OF DESTRUCTION

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

COMMENTS: _____

SIGNATURE

DATE

SIGNATURE

DATE

