



UNIVERSAL SERVICES ★ HARRIS COUNTY

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



Information Technology



Public Safety Technology



Fleet

May 26, 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 records for the following:

Sheriff Ed Gonzalez, HCSO Health Services Bureau

In accordance with Chapter 202 of the Local Government Code, these records appear on a Records Control Schedule, approved by the Texas State Library. The 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

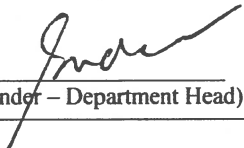
For Inclusion on Court Agenda dated June 08, 2021

**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 Information Governance 406 Caroline Houston, TX 77002 713-274-9840	&	Dr. Laxman Sunder Interim Executive Director Health Services Bureau Criminal Justice Command Darla Price, RHIA Medical Records Manager	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: _____

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, Custodian (Dr. Laxman Sunder – Department Head)




 Signature, Records Management Officer


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



 Signature, County Attorney's Representative



 Signature, District Attorney's Representative



 Signature, County Auditor's Representative

SCHEDULE ITEM NO.	RECORD TITLE AND COMMENTS	INCLUSIVE DATES	VOLUME (cu/ft., #files, other)
4202-06	Inactive Inmate Medical Records – ATW 2002	12/31/2002	1 Box
4202-06	Inactive Inmate Medical Records – ATW 2003	12/31/2003	3 Boxes
4202-06	Inactive Inmate Medical Records – ATW 2004	12/31/2004	1 Box
4202-06	Inactive Inmate Medical Records – ATW 2005	12/31/2005	3 Boxes

SCHEDULE ITEM NO.	RECORD TITLE AND COMMENTS	INCLUSIVE DATES	VOLUME (cubic feet)
4202-06	Inactive Inmate Medical Records - 2006	12/31/2006	6 Boxes
4202-06	Inactive Inmate Medical Records - 2007	12/31/2007	18 Boxes
4202-06	Inactive Inmate Medical Records - 2008	12/31/2008	40 Boxes
4202-06	Inactive Inmate Medical Records - 2009	12/31/2009	47 Boxes
4202-06	Inactive Inmate Medical Records - 2010	12/31/2010	123 Boxes
4202-06	Inactive Inmate Medical Records - 2011	12/31/2011	177 Boxes
4202-06	Inactive Inmate Medical Records - 2012	12/31/2012	203 Boxes
	Miscellaneous Items:		
0000-00	24 Boxes of Scanned Paper -Medical Records, now digitized into GE Centricity. Scanned and Quality Reviewed.	12/31/2019	24 Boxes

SCHEDULE ITEM NO.	RECORD TITLE AND COMMENTS	INCLUSIVE DATES	VOLUME (cubic feet)
	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.		

CERTIFICATE OF DESTRUCTION

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

COMMENTS: _____

SIGNATURE DATE

SIGNATURE 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 & Dr. Laxman Sunder, Records Management Officer Interim Executive Director Universal Services Health Services Bureau Information Governance Criminal Justice Command 406 Caroline Houston, TX 77002 713-274-9840 Darla Price, RHIA Medical Records Manager	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: June 8, 2021

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, Custodian (Dr. Laxman Sunder – Department Head)

Brian W Foster
 Signature, Records Management Officer

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

Melanie LeBert
 Signature, County Attorney's Representative

Scott Duryse
 Signature, District Attorney's Representative

S. W. Hoza
 Signature, County Auditor's Representative



DATE APPROVED BY COMMISSIONERS COURT:

SCHEDULE ITEM NO.	RECORD TITLE AND COMMENTS	INCLUSIVE DATES	VOLUME (cu/ft., #files, other)
	Miscellaneous Items:		
4202-03	HCSO Mental Health Clinic (MHC)- Front Door Pass-on Log Sheets - 2015	12/31/2015	1 Box
4202-03	HCSO Inmate Observation Logs CJCF ~ 220a – 2014 - 2015	12/31/2014	1 Box
1052-07	HCSO Employee Tuberculosis (TB) Files - 1991 - 2013	12/31/2013	1 Box
4777-09	HCSO HIV Department – Consent for Counseling and Testing – 2005 - 2008	12/31/1995	4 Boxes
0000 -00	Copies of HCSO Policies and Procedures and Directives – 1983 - 1994	12/31/1994	6 Boxes

SCHEDULE ITEM NO.	RECORD TITLE AND COMMENTS	INCLUSIVE DATES	VOLUME (cubic feet)
0000-00	Copies of HCSO Narcotics Task Force and Vice Policy and Procedures - 1988	12/31/1988	1 Box
0000-00	Copies of HCSO Narcotics Task Force and Vice Policy and Procedures - 1993	12/31/1993	1 Box
0000-00	Copies of HCSO Standard Operating Procedures for Inmate Management - 1992	12/31/1992	1 Box
1002-15	Open Record Requests – 1994 - 1995	12/31/1995	1 Box
0000-00	Yellow and Pink carbon copies of Door Key Requests – 1990 – 1991	12/31/1991	1 Smead expandable file
0000-00	TCJS Jail Inspection Packet / Checklist – January – March 1995	12/31/1995	1 Box
1052-31	HCSO Time and Attendance Sheets - 1990 - 1997	12/31/1997	2 Boxes
4202-03	Jail Population Reports – January – December 1989	12/31/1989	1 Box
1027-07	HCSO Computer Inventory Purchased / Personal Computers Individually Owned – May 28, 1991	12/31/1991	1 Smead Expandable file
4202-03	HCSO Mental Health Unit – Cell log Round Sheets - 1996 – 1997	12/31/1997	1 Box
0000-00	Duplicate Receipts – 1971 - 1978	12/31/1978	2 booklets

SCHEDULE ITEM NO.	RECORD TITLE AND COMMENTS	INCLUSIVE DATES	VOLUME (cubic feet)
	Non-County Records: Law Books: Vernon's Texas Service 1997, Benefits Law Journal 1995, Employee Dismissal Law and Practice 1998, Section 1983 Litigation Claims and Defense 1998 – vol 1A, 1B, 1C, Section 1983 Litigation Statutory Attorney's Fees 1998, Civil Rights in the Workplace		
	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.		

CERTIFICATE OF DESTRUCTION

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

COMMENTS: _____

SIGNATURE

DATE

SIGNATURE

DATE