



## UNIVERSAL SERVICES ★ HARRIS COUNTY

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



Information Technology



Public Safety Technology



Fleet

June 1, 2021

Commissioners Court  
Harris County Administration Building  
1001 Preston, 9<sup>th</sup> 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 HR records from Riverside Hospital. These confidential records are all prior to 2015.

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 June 8, 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

We hereby give notice of our intent to dispose of the following records on or after June 9, 2021

*Brian W Foster*

Signature, Custodian (Records Management Officer)

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

*Scott Durfee*

DISTRICT ATTORNEY'S REPRESENTATIVE

*S. W. Hoza*

COUNTY AUDITOR'S REPRESENTATIVE

*Graylon Wells*

COUNTY ATTORNEY'S REPRESENTATIVE

DATE APPROVED BY COMMISSIONERS COURT:

RECORD TITLE AND COMMENTS	VOLUME
Abandoned HR records from Riverside Hospital that were delivered to Harris County from non-climate controlled storage facility.	234 boxes



**CERTIFICATE OF DESTRUCTION**

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

COMMENTS: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE DATE

\_\_\_\_\_  
SIGNATURE DATE

