



Legislation Details (With Text)

File #: 21-1830 **Version:** 1 **Name:**
Type: Request for authorization **Status:** Agenda Ready
File created: 4/20/2021 **In control:** Commissioners Court
On agenda: 4/27/2021 **Final action:**
Title: Request for authorization to destroy certain records of the Purchasing Agent in accordance with the records control schedule.

Sponsors:

Indexes:

Code sections:

Attachments: 1. 21-1830 Destroy Records.pdf

Date	Ver.	Action By	Action	Result
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To: Harris County Commissioners Court
Through: MG Richard J. Noriega (Ret), Interim Executive Directors & CIO
Prepared By: Jeremy Brown, Manager Legislative & Records Management, Universal Services
Subject: Authorization to Destroy Records for the Harris County Purchasing Agent
Project ID (If applicable):

Purpose and Request:

Request for authorization to destroy certain records of the Purchasing Agent in accordance with the records control schedule.

Background and Discussion:

The Harris County Records and Information Plan adopted December 10, 2019 specifies the formal destruction process which includes review by the Department Head and the Records Management Officer, the Records Management Committee (representatives for the County Attorney, District Attorney, and County Auditor) finalized by affirmative authorization of Commissioners Court.

Fiscal Impact:

There is no cost to the county for this action

Fiscal Summary			
Expenditures	FY 20-21	FY 21-22 Projected	Future Years Projected [3 additional years]
Service Impacted: <i>[Please division where expenditure</i>	N/A	N/A	N/A
Existing Budget	N/A	N/A	N/A
Additional Appropriation	N/A	N/A	N/A
Total Expenditures	N/A	N/A	N/A
Funding Sources	N/A	N/A	N/A

Existing Department Budget	N/A	N/A	N/A
Please Identify Funding Sources, Special Revenue, Grant, etc.	N/A	N/A	N/A
[INSERT FUNDING SOURCES]	N/A	N/A	N/A
Total Sources	N/A	N/A	N/A

Alternatives: None

Alignment with Strategic Objective:

Improve Governance - Supporting our customers in maintaining compliance with applicable laws through the proper management and destruction of county records.

Attachments:

Attached signoff by the Department Head, Records Management Officer, Records Management Committee and a list of records to be destroyed.