



Legislation Text

File #: 21-2752, Version: 1

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Subject: Authorization to Destroy Outdated Records for Harris County

Project ID (If applicable):

Purpose and Request:

Request for authorization to destroy certain records of the Sheriff's Office that have met the retention period specified in the Harris County Records Control Schedule adopted December 17, 2019.

Background and Discussion:

The Harris County Records and Information Plan adopted December 17, 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 identify the division where expenditures will be incurred]</i>	N/A	N/A	N/A
Existing Budget	N/A	N/A	N/A
Additional Appropriation Requested	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 Source: Special Revenue, Grant, or Other	N/A	N/A	N/A
[INSERT FUNDING SOURCE]	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.