

JASPER COUNTY APPRAISAL DISTRICT  
RECORDS MANAGEMENT DOCUMENTATION BOOK

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## **JASPER COUNTY APPRAISAL DISTRICT RECORDS MANAGEMENT PLAN**

**WHEREAS**, Title 6, Subtitle C, Local Government Code (Local Government Records Act) provides that a County must establish by Policy an active and continuing records management program to be administered by a Records Management Officer; and

**WHEREAS**, the Jasper CAD desires to adopt a Policy for that purpose and to prescribe policies and procedures consistent with the Local Government Records Act and in the interests of cost-effective and efficient recordkeeping; **NOW THEREFORE**:

### **BE IT ORDAINED BY THE JASPER CAD**

**SECTION 1. DEFINITION OF COUNTY RECORDS.** All documents, papers, letters, books, maps, photographs, sound or video recordings, microfilm, magnetic tape, electronic media, or other information recording media, regardless of physical form or characteristic and regardless of whether public access to it is open or restricted under the laws of the state, created or received by the Jasper CAD or any of its officers or employees pursuant to law or in the transaction of public business are hereby declared to be the records of the Jasper CAD and shall be created, maintained, and disposed of in accordance with the provisions of this Policy or procedures authorized hereby and in no other manner.

**SECTION 2. ADDITIONAL DEFINITIONS.** (1) "Department head" means the officer who by ordinance, order, or administrative policy is in charge of an office of the Jasper CAD that creates or receives records.

(2) "Essential record" means any record of the Jasper CAD necessary to the resumption or continuation of operations of the city in an emergency or disaster, to the recreation of the legal and financial status of the Jasper CAD, or to the protection and fulfillment of obligations to the people of the state.

(3) "Permanent record" means any record of the Jasper CAD for which the retention period on a records control schedule is given as permanent.

(4) "Records control schedule" means a document prepared by or under the authority of the Records Management Officer listing the records maintained by the Jasper CAD, their retention periods, and other records disposition information that the records management program may require.

(5) "Records management" means the application of management techniques to the creation, use, maintenance, retention, preservation, and disposal of records for the purposes of reducing the costs and improving the efficiency of recordkeeping. The term

includes the development of records control schedules, the management of filing and information retrieval systems, the protection of essential and permanent records, the economical and space-effective storage of inactive records, control over the creation and distribution of forms, reports, and correspondence, and the management of micrographics and electronic and other records storage systems.

(6) "Records management officer" means the person designated in Section 5 of this Policy.

(7) "Records management plan" means the plan developed under Section 6 of this Policy.

(8) "Retention period" means the minimum time that must pass after the creation, recording, or receipt of a record, or the fulfillment of certain actions associated with a record, before it is eligible for destruction.

**SECTION 3. COUNTY RECORDS DECLARED PUBLIC PROPERTY.** All County records as defined in Sec. 1 of this ordinance are hereby declared to be the property of the Jasper CAD. No County official or employee has, by virtue of his or her position, any personal or property right to such records even though he or she may have developed or compiled them. The unauthorized destruction, removal from files, or use of such records is prohibited.

**SECTION 4. POLICY.** It is hereby declared to be the policy of the Jasper CAD to provide for efficient, economical, and effective controls over the creation, distribution, organization, maintenance, use, and disposition of all County records through a comprehensive system of integrated procedures for the management of records from their creation to their ultimate disposition, consistent with the requirement of the Texas Local Governments Records Act and accepted records management practice.

**SECTION 5. DESIGNATION OF RECORDS MANAGEMENT OFFICER.** The County Clerk, and the successive holders of said office, shall serve as Records Management Officer for the Jasper CAD. As provided by state law, each successive holder of the office shall file his or her name with the director and librarian of the Texas State Library within thirty days of the initial designation or of taking up the office, as applicable.

**SECTION 6. RECORDS MANAGEMENT PLAN TO BE DEVELOPED; APPROVAL OF PLAN; AUTHORITY OF PLAN.** 5 (a) The Records Management Officer shall develop a records management plan for the Jasper CAD for submission to the Commissioners Court. The plan must contain policies and procedures designed to reduce the costs and improve the efficiency of recordkeeping, to adequately protect the essential records of the County, and to properly preserve those records of the County that are of historical value. The plan must be designed to enable the Records Management Officer to carry out his or her duties prescribed by state law and this Policy effectively.

(b) Once approved by the Commissioners Court the records management plan shall be binding on all offices, departments, divisions, programs, commissions, bureaus, boards, committees, or similar entities of the Jasper CAD and records shall be created, maintained, stored, microfilmed, or disposed of in accordance with the plan.

(c) State law relating to the duties, other responsibilities, or recordkeeping requirements of a department head do not exempt the department head or the records in the department head's care from the application of this Policy and the records management plan adopted under it and may not be used by the department head as a basis for refusal to participate in the records management program of the Jasper CAD.

**SECTION 7. DUTIES OF RECORDS MANAGEMENT OFFICER.** 6 In addition to other duties assigned in this Policy, the Records Management Officer shall:

(1) administer the records management program and provide assistance to department heads in its implementation;

(2) plan, formulate, and prescribe records disposition policies, systems, standards, and procedures;

(3) in cooperation with department heads identify essential records and establish a disaster plan for each County office and department to ensure maximum availability of the records in order to re-establish operations quickly and with minimum disruption and expense;

(4) develop procedures to ensure the permanent preservation of the historically valuable records of the Jasper CAD;

(5) establish standards for filing and storage equipment and for recordkeeping supplies;

(6) study the feasibility of and, if appropriate, establish a uniform filing system and a forms design and control system for the Jasper CAD;

(7) provide records management advice and assistance to all County departments by preparation of a manual or manuals of procedure and policy and by on-site consultation;

(8) monitor records retention schedules and administrative rules issued by the Texas State Library and Archives Commission to determine if the records management program and the County's records control schedules are in compliance with state regulations;

(9) disseminate to the county and department heads information concerning state laws and administrative rules relating to local government records;

(10) instruct Records Liaison Officers and other personnel in policies and procedures of the records management plan and their duties in the records management program.

(11) direct Records Liaison Officers or other personnel in the conduct of records inventories in preparation for the development of records control schedules as required by state law and this Policy;

(12) ensure that the maintenance, preservation, microfilming, destruction, or other disposition of the Jasper CAD is carried out in accordance with the policies and procedures of the records management program and the requirements of state law;

(13) maintain records of the volume of records destroyed under approved records control schedules, the volume of records microfilmed or stored electronically, and the estimated cost and space savings as the result of such disposal or disposition;

(14) report annually to the County on the implementation of the records management plan in each department of the Jasper CAD, including the summaries of the statistical and fiscal data compiled under Subsection (13); and

(15) bring to the attention of the County non-compliance by department heads or other County personnel with the policies and procedures of the records management program or the Local Government Records Act.

**SECTION 8. DUTIES AND RESPONSIBILITIES OF DEPARTMENT HEADS.** In addition to other duties assigned in this policy, if department heads are designated, they shall:

(1) cooperate with the Records Management Officer in carrying out the policies and procedures established in the Jasper CAD for the efficient and economical management of records and in carrying out the requirements of this Policy;

(2) adequately document the transaction of government business and the services, programs, and duties for which the department head and his or her staff are responsible; and

(3) maintain the records in his or her care and carry out their preservation, microfilming, destruction, or other disposition only in accordance with the policies and procedures of the records management program of the Jasper CAD and the requirements of this Policy.

**SECTION 9. DESIGNATION OF RECORDS LIAISON OFFICERS.** If department heads are assigned, each shall be the Record Liaison Officer for the department. If the Records Management Officer determines that in the best interests of the records management program more than one Records Liaison Officer should be designated for a department, the department head shall designate the number of Records Liaison

Officers specified by the Records Management Officer. Persons designated as Records Liaison Officers shall be thoroughly familiar with all the records created and maintained by the department and shall have full access to all records of the Jasper CAD maintained by the department. In the event of the resignation, retirement, dismissal, or removal by action of the department head of a person designated as a Records Liaison Officer, the department head shall promptly designate another person to fill the vacancy.

**SECTION 10. DUTIES AND RESPONSIBILITIES OF RECORDS LIAISON OFFICERS.** In Addition to other duties assigned in this Policy, if Records Liaison Officers are assigned, each shall;

(a) conduct or supervise the conduct of inventories of the records of the department in preparation for the development of records control schedules;

(b) in cooperation with the Records Management Officer coordinate and implement the policies and procedures of the records management program in their departments; and

(c) disseminate information to department staff concerning the records management program.

**SECTION 11. RECORDS CONTROL SCHEDULES TO BE DEVELOPED; APPROVAL; FILING WITH STATE.** (a) The Records Management Officer, in cooperation with department heads and Records Liaison Officers, shall prepare records control schedules on a department by department basis listing all records created or received by the department and the retention period for each record. Records control schedules shall also contain such other information regarding the disposition of public county records as the records management plan may require.

(b) Each records control schedule shall be monitored and amended as needed by the Records Management Officer on a regular basis to ensure that it is in compliance with records retention schedules issued by the state and that it continues to reflect the recordkeeping procedures and needs of the department and the records management program of the Jasper CAD.

(c) Before its adoption a records control schedule or amended schedule for a department must be approved by the department head and the members of the Records Management Committee.

(d) Before its adoption a records control schedule must be submitted to and accepted for filing by the director and librarian as provided by state law. If a schedule is not accepted for filing, the schedule shall be amended to make it acceptable for filing. The Records Management Officer shall submit the records control schedules to the director and librarian.

**SECTION 12. IMPLEMENTATION OF RECORDS CONTROL SCHEDULES; DESTRUCTION OF RECORDS UNDER SCHEDULE.** (a) A records control schedule for a department that has been approved and adopted under Section 7 shall be implemented by department heads and Records Liaison Officers according to the policies and procedures of the records management plan.

(b) A record whose retention period has expired on a records control schedule shall be destroyed unless an open records request is pending on the record, the subject matter of the record is pertinent to a pending law suit, or the department head requests in writing to the Records Management Officer that the record be retained for an additional period.

(c) Prior to the destruction of a record under an approved records control schedule, authorization for the destruction must be obtained by the Records Management Officer.

**SECTION 13. DESTRUCTION OF UNSCHEDULED RECORDS.** A record that has not yet been listed on an approved records control schedule may be destroyed if its destruction has been approved in the same manner as a record destroyed under an approved schedule and the Records Management Officer has submitted to and received back from the director and librarian an approved destruction authorization request.

**SECTION 14. MICROGRAPHICS.** Unless a micrographics program in a department is specifically exempted by order of the County, all microfilming of records will be centralized and under the direct supervision of the Records Management Officer. The records management plan will establish policies and procedures for the microfilming of County records, including policies to ensure that all microfilming is done in accordance with standards and procedures for the microfilming of local government records established in rules of the Texas State Library and Archives Commission. The plan will also establish criteria for determining the eligibility of records for microfilming, and protocols for ensuring that a microfilming program that is exempted from the centralized operations is, nevertheless, subject to periodic review by the records management officer as to cost-effectiveness, administrative efficiency, and compliance with commission rules.

# LOCAL GOVERNMENT - RECORDS CONTROL SCHEDULE

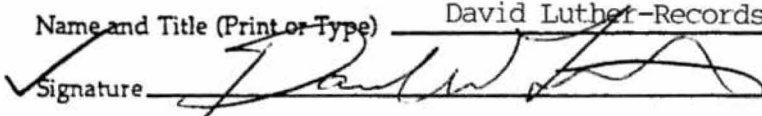
## CERTIFICATION AND ACCEPTANCE

Section 1 USE OF FORM (Check One, See Reverse)	Section 2 SUBMISSION DATA (See Reverse)
<input checked="" type="checkbox"/> Original Filing - Form SLR 500 <input type="checkbox"/> Amended Schedule - Form SLR 500 <input type="checkbox"/> Amendment to Schedule - Form SLR 520  Number of Pages in Attachment <u>6</u> Date of Attachment <u>8/5/96</u> Date of previous schedule the attachment amends, if applicable _____	Government <u>Jasper CAD</u> Office <u>Records Management Officer</u> Department <u>-----</u> RMO Address <u>P.O. Box 1300</u> City <u>Jasper, Texas</u> Zip <u>75951</u> Telephone <u>(409) 384-2544</u>

**Section 3 LOCAL GOVERNMENT CERTIFICATION**

*The attached document of the type indicated above is submitted for filing pursuant to Local Government Code §203.041. The attachment has been approved according to the ordinance, order, or plan of the local government or elective county office for which I am the Records Management Officer. I certify that the administrative rules for electronic records, adopted under Local Government Code §205.003(a), will be followed for records subject to the rules.*

Name and Title (Print or Type) David Luther - Records Management Officer

Signature       Date 12/4/96

**Section 4 TEXAS STATE LIBRARY ACCEPTANCE**

The records control schedule, amended schedule, or amendment to schedule submitted for filing with this transmittal sheet has:

been accepted for filing pursuant to Local Government Code §203.043(a). A record appearing on the schedule or amendment may be disposed of at the expiration of its retention period without additional notice to the director and librarian, subject to the provisions of Local Government Code §203.041(d).

been accepted for filing subject to the conditions stated in the accompanying letter pursuant to Local Government Code §203.043(d).

not been accepted for filing pursuant to Local Government Code §203.043(b). See accompanying letter for explanation.

Name and Title (Print or Type) \_\_\_\_\_

Signature \_\_\_\_\_      Date \_\_\_\_\_



## JASPER CAD

### RECORD MANAGEMENT PROCEDURES

For the record management program presented it is important that Jasper CAD establish a planned course of actions so that efforts already put forth benefit the County Appraisal District in the future. The following procedures are intended to assist the County Appraisal District in achieving a continuing Records Management program.

1. It is important that the County Appraisal District establish a single annual date from which retention dates can be calculated. The date recommended is October 2 or later for each fiscal year. For example, the date for counting all records for the 1992-93 fiscal year would be October 2, 1993. This date is after all fiscal calendars for the year is completed. The selection of any date earlier makes it possible to destroy records prior to the approved destruction date.
2. Each group identified on the records retention schedule should be aware of the records they are responsible for. They should notify the Record Management officer of any changes or deletions with regards to these records. In addition, if a new record comes into existence, the Records Management officer should be notified immediately so that the appropriate actions of updating the records retention schedule can be carried out. For each change to the retention schedule approval of the Board and the Texas State Library is required. It is suggested that this be carried out on an annual basis.
3. When records are to be disposed of, in conjunction with the approved retention periods, each responsible group at the Jasper CAD should be notified 30 days prior to the destruction for their approval. At any time that records are subject to litigation or potential litigation they should be returned to the responsible individual or group for safe keeping.
4. It is strongly recommended that in fact when records are due for destruction that in fact they are destroyed. Keeping records beyond the designated destruction period wastes space, undermines a successful records management program and creates additional liabilities to the County Appraisal District. Remember that when all the retention requirements are met the prudent thing to do is to permanently dispose of those records.
5. A secure area needs to be established to store records that are not regularly referenced. Records should be sent to the storage area for inexpensive storage and to insure their security. All records sent to the storage area should be placed in standard size boxes and clearly indicated as to:

- A. Who is the sender - what group or department.
- B. A brief description of what is in the container (it is permissible to mix the contents of a container so long as all the documents have the same destruction date).
- C. The boxes are numbered in a series (ex. 94-1, 94-2,)
- D. The destruction date of the contents. (Note: no container should be sent or accepted without a destruction date).
- E. The name of the individual and the department who sent the container for storage is clearly indicated.
- F. In addition it is suggested the sender should attach a Storage Container Transmittal Form to each box. When the box is delivered to the Records Center, the specific location where the box is being stored is recorded on the form and returned to the sender. This provides the sender an audit trail of what they have stored in the Records Center and its exact location. It is strongly recommended that no box be accepted without the form being completely filled out.

(A sample Storage Container Transmittal Form is attached)

- G. Your record center has been set up so that each available position for a box to be placed is labeled. This is accomplished by identifying aisles; (A, B, C, etc.), shelves; 1,2,3 position; 1 thru 24, and stack; 1 or 2

If the above recommendations are followed and annual destruction of eligible boxes is carried out the Center will serve the staff and space will be available when material needs to be stored. Each group who stores records in the center will be able to quickly retrieve need material and annual destruction can be carried out in an orderly manner.

JASPER CAD

Storage Container Transmittal Form

Please prepare one form for each standard storage container (24" x 15" x 11") to be sent.

Department/Office \_\_\_\_\_

Box Number \_\_\_\_\_ of \_\_\_\_\_

Contents \_\_\_\_\_

Destruction Date October \_\_\_\_\_

Sender Name \_\_\_\_\_

---

To be completed at record center.

Aisle \_\_\_\_\_ Shelf \_\_\_\_\_ Position \_\_\_\_\_ Stack \_\_\_\_\_

Return to originator.

---

# LOCAL GOVERNMENT RECORDS CONTROL SCHEDULE

Pursuant to Local Government Code § 203.041  
Texas State Library and Archives Commission  
SLR 500 (2/93)

Government Jasper ISD

Office (If Applicable) Records Management Officer

Department (If Applicable) -----

Address P.O. Box 1300

City Jasper, Texas Zip 75951 Telephone (409) 384-2544

Records Management Officer David Luther

ORIGINAL FILING

AMENDED FILING

Date 8/5/96

Page 1 of 6

RECORD NUMBER	RECORD TITLE	RETENTION PERIOD			DISPOSITION
		OFFICE	STORAGE	TOTAL	
	(See Attached Printout)				

RECEIVED SEP 25 2000

REQUEST FOR AUTHORITY TO DESTROY UNSCHEDULED RECORDS

LOCAL GOVERNMENTS ONLY

Texas State Library - State and Local Records Management Division

SLR 501 (11/92) (Replaces Form LRD 200)

Refer to instructions on reverse before completing.

Use typewriter or computer to complete this form.

SLR Control Number (SLRMD Use Only)

LDC-0002

SUBMIT REQUEST TO:

Texas State Library  
State and Local Records  
Management Division  
Box 12927  
Austin, Texas 78711-2927  
(512) 454-2705


SUBMITTING OFFICE:

Government Jasper CAD  
Office Records Management Officer  
Address P.O. Box 1300  
City Jasper, Texas Zip 75951 Phone (409) 384-2544

CERTIFICATIONS: (Check Appropriate Block)

- I hereby certify that the records to be disposed of are correctly listed below and that their destruction will be carried out in accordance with Local Government Code §202.003.
- I hereby certify that the records listed below have been microfilmed in strict accordance with Local Government Code, Chapter 204, and the rules adopted under it. The destruction of the original records will be carried out in accordance with Local Government Code §202.003 and the microfilm copy will be maintained as the original records.

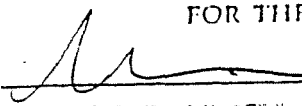
Name and Title David Luther - Records Management Officer

Signature  Date 8/30/00

RECORD NUMBER	RECORDS SERIES TITLE	INCLUSIVE DATES	QUANTITY (in cubic feet)
(See Attached Printout)			

- The destruction of the records listed above is approved.
- The destruction of the records listed above is approved subject to the conditions in the attached letter.
- The destruction of the records listed above is NOT APPROVED for reasons stated in the attached letter.

FOR THE COMMISSION

  
 Title M.A. ALDIN - RMA MGR  
 Date SEP 20 2000

**RECORDS CONTROL SCHEDULE  
JASPER CAD**

JASPER, TEXAS

ORIGINAL FILING X  
REVISED FILING  
FILING DATE: 8/5/96

APPROVED SLR 500 SUBSTITUTE 6-20-94

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ITEM #	RECORD NAME	RETENTION
1000-01-a	BOARD/COUNCIL AGENDA, OPEN MEETINGS	2 YEARS
1000-01-b	BOARD/COUNCIL AGENDA, CLOSED MEETINGS	2 YEARS
1000-03-a	BOARD/COUNCIL MINUTES, WRITTEN	PERMANENT
1000-03-b	NOTES DURING BOARD/COUNCIL MEETINGS	90 DAYS AFTER APPROVAL OF MINUTES BY THE GOVERNING BODY
1000-04	OPEN MEETING NOTICES	2 YEARS
1000-05	ORDINANCES, ORDERS, & RESOLUTIONS (INCLUDING THOSE THAT HAVE BEEN REPEALED, REVOKED, OR AMENDED)	PERMANENT
1000-06	PETITIONS	CONSIDERATION OF PETITION +2 YEARS
1000-20-a	ACCIDENT REPORTS ON ADULTS	5 YEARS
1000-21-c	ALL OTHER PUBLISHED LEGAL NOTICES	2 YEARS
1000-25	CONTRACTS, LEASES AND AGREEMENTS	4 YR AFTER THE EXPIRATION OR TERMINATION OF THE INSTRUMENT ACCORDING TO ITS TERMS
1000-26-a	POLICY AND PROGRAM DEVELOPMENT MATERIAL	5 YEARS
1000-26-b	ADMINISTRATIVE CORRESPONDENCE	2 YEARS
1000-26-c	ROUTINE ADMIN FILES, MEMOS, NOTES	AV
1000-27	DEEDS, PROPERTY	PERMANENT
1000-29	INSURANCE POLICIES	4 YRS AFTER THE EXPIRATION OR TERMINATION OF THE POLICY ACCORDING TO ITS TERMS.
1000-31	LITIGATION CASE FILES	AV AFTER FINAL DISPOSITION OF THE CASE
1000-33	NEWS RELEASES	AV
1000-34	OPEN RECORDS REQUESTS	1 YR AFTER FINAL DECISION ON REQUEST
1000-35	ORGANIZATIONAL CHARTS	US
1000-38	POLICIES AND PROCEDURAL MATERIAL	US + 5 YEARS
1000-39	PUBLICATIONS	ONE COPY OF EACH PERMANENT
1000-40-d	RECORDS MGMT PLANS AND POLICIES DOCUMENTS	US + 5 YEARS
1000-41-a2	SPECIAL REPORTS OR STUDIES PREPARED BY ORDER/REQUEST OR CONSIDERED BY GOVERNING BODY OR ORDERED/REQUESTED BY STATE AGENCY OR A COURT	PERMANENT
1000-41-a3	SPECIAL REPORTS BY ORDER OF THE CHIEF ADMINISTRATIVE OFFICER	5 YEARS
1025-01-a	ANN/BIIENNIAL/CUMULATIVE AUDITS	PERMANENT
1025-01-d	AUDIT, SPECIAL, ORDERED BY LOC GOV/COURT/FED/ST	PERMANENT
1025-01-e	AUDIT WORKING PAPERS OR SUMMARIES	3 YRS AFTER ALL QUESTIONS ARISING FROM THE AUDIT HAVE BEEN RESOLVED
1025-02	BANK SECURITY RECORDS	4 YRS AFTER TERMINATION, EXPIRATION OR RELEASE OF CONTRACTUAL OBLIGATIONS
1025-04-a	BUDGETS (ANNUAL) AND AMENDMENTS	PERMANENT
1025-04-c	BUDGET WORKING PAPERS	2 YEARS

ABBREVIATIONS	
AV - AS LONG AS ADMINISTRATIVELY VALUABLE	LA - LIFE OF ASSET
FE - FISCAL YEAR END	US - UNTIL SUPERCEDED

**RECORDS CONTROL SCHEDULE  
JASPER CAD**

JASPER, TEXAS

ORIGINAL FILING X  
REVISED FILING  
FILING DATE: 8/5/96

APPROVED SLR 500 SUBSTITUTE 6-20-94

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ITEM #	RECORD NAME	RETENTION
1025-04-d	ENCUMBRANCE & EXPENDITURE REPORTS	2 YEARS
1025-04-e	BUDGET CHANGE DOCS, LINE ITEM/CONTINGENCY/RESERVE	2 YEARS
1025-05-a	EQUIPMENT OR PROPERTY CARDS	FE OF DATE OF DISPOSAL + 3 YEARS
1025-05-b	EQUIPMENT OR PROPERTY COST & DEPRECIATION SCHEDULES/SUMMARIES USED FOR CAPITAL OUTLAY BUDGETING OR OTHER FINANCIAL/BUDGET CONTROL PURPOSES	FE + 3 YEARS
1025-05-c	EQUIPMENT OR PROPERTY INVENTORY	US + 3 YEARS
1025-05-d	PROP SALE, AUCTION, OR DISPOSAL RECORDS OF GOVT. OWNED PROPERTY OR EQUIPMENT	1 YEAR
1025-07-a	FINANCIAL REPORTS - MONTHLY, BIMONTHLY, QUARTERLY, SEMI-ANNUAL	FE + 3 YEARS
1025-07-b	FINANCIAL REPORTS - ANNUAL	PERMANENT
1025-08-a	GRANT APPLICATIONS, SUCCESSFUL (PROPOSALS & ANY DOCUMENTATION THAT MODIFIES THE TERMS OF A GRANT)	FE + 5 YEARS
1025-08-c	RPTS/MEMOS/PLAN/STUDIES IN SUCCESSFUL GRANTS	3 YEARS
1025-08-d	GRANT APPLICATIONS & RECORDS, UNSUCCESSFUL	AV
1025-25	ACCOUNTING POLICIES AND PROCEDURES DOCUMENTATION	US + 5 YEARS
1025-26	CLAIMS, INVOICES, COPIES OF CHECKS & PURCHASE ORDERS	FE OF DATE PAYMENT + 3 YEARS
1025-26	EXPENDITURE AUTHORIZATIONS	FE OF DATE PAYMENT + 3 YEARS
1025-26	CLAIMS FOR EMPLOYEE TRAVEL	FE OF DATE PAYMENT + 3 YEARS
1025-26-a	ACCOUNTS PAYABLE RECORDS FOR CAPITAL EQUIPMENT	FE OF DATE OF DISPOSAL + 3 YEARS
1025-26-b	FUND TRANSMITTAL RPTS TO FED, STATE OR LOCAL GOVT	FE OF PERIOD COVERED BY REPORT + 3 YEARS
1025-27	CASH RECEIPTS	FE OF DATE OF RECEIPT + 3 YEARS
1025-27	CASH DRAWER RECONCILIATIONS	FE OF DATE OF RECEIPT + 3 YEARS
1025-27	DAILY CASH TRANSFERS & DAILY REPORTS	FE OF DATE OF RECEIPT + 3 YEARS
1025-27	CASH RECEIPTS, RECEIPT BOOKS	FE OF DATE OF RECEIPT + 3 YEARS
1025-27	DEPOSIT RECEIPTS	FE OF DATE OF RECEIPT + 3 YEARS
1025-28	BANK STATEMENTS, CANCELLED CHECKS	FE + 5 YEARS
1025-28	CHECK REGISTERS, DEPOSIT SLIPS	FE + 5 YEARS
1025-30-a1	GENERAL LEDGER FOR AUDITED YEARS	FE + 5 YEARS
1025-30-a2	GENERAL LEDGER NOT INVOLVING AN AUDIT	PERMANENT
1025-30-c	SUBSIDIARY JOURNALS, RECPT/DISBURS/GEN	FE + 5 YEARS
1025-30-d	JOURNAL VOUCHERS, ENTRY DOCUMENTATION	FE + 5 YEARS
1025-31-a	TRANSACTIONS SUMMARY DAILY	30 DAYS

**RECORDS CONTROL SCHEDULE  
JASPER CAD**

JASPER, TEXAS

ORIGINAL FILING X  
REVISED FILING  
FILING DATE: 8/5/96

APPROVED SLR 500 SUBSTITUTE 6-20-94

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ITEM #	RECORD NAME	RETENTION
1025-31-c	TRANSACTIONS SUMS, MON/BIMON/QTRLY/SEMI-ANNUAL	2 YEARS
1025-31-d	TRANSACTIONS SUMMARY ANNUAL	FE + 3 YEARS
1050-04	CERTIFICATES AND LICENSES	US OR SEPERATION OF EMPLOYEE + 5 YEARS
1050-07	DISCIPLINE/ADVERSE ACTION REPORTS ON EMPLOYEES	2 YEARS AFTER CASE CLOSED OR ACTION TAKEN, AS APPLICABLE
1050-08-a	EMPLOYEE BENEFIT PLANS	TERMINATION OF PLAN + 1 YEAR
1050-08-b1	ENROLLMENT/BENEFICIARY FORMS	AV
	RECORDS MAINTNED BY RETIRMENT SYSTEM	AV
1050-08-b2B	ENROLLMENT FORMS FOR LIFE/HEALTH/DISABLE INSUR	TERMINATION OF COVERAGE + 4 YEARS
1050-08-c	PENSION SYSTEM OR FUND ANNUAL REPORTS	PERMANENT
1050-12	EMPLOYMENT HISTORY RECORD	PERMANENT
1050-13	EMPLOYMENT ANNOUNCEMENTS OR ADS	2 YEARS
1050-14	APPLICATIONS/TRANSCRIPTS/LETTERS ETC	2 YEARS FROM THE CREATION (OR RECEIPT) OF THE RECORD OR THE PERSONNEL ACTION INVOLVED, WHICHEVER LATER
1050-14-b	TRANSCRIPT OF PERSON HIRED	DATE OF SEPERATION + 5 YEARS
1050-18	FIDELITY BONDS	EFFECTIVE LIFE OF BOND + 5 YEARS
1050-23	OATHS OF OFFICE	US + 5 YEARS; OR, 5 YEARS AFTER LEAVING POSITION FOR WHICH OATH REQUIRED, WHICHEVER APPLICABLE
1050-24	EMPLOYEE RECORDS CHANGE DOCUMENTS	2 YEARS
1050-26-a	JOB DESCRIPTIONS	US OR POSITION ABOLISHED + 4 YEARS
1050-30	INS FORM I-9 (verification of empl elig)	3 YEARS FROM HIRE OR 1 YEAR AFTER SEPARATION, WHICHEVER LATER
1050-32	WORKERS COMPENSATION CLAIM FILES	5 YEARS
1050-50	PAYROLL DEDUCTION AUTHORIZATIONS	4 YEARS AFTER SEPARATION OR 4 YEARS AFTER AMENDMENT, EXPIRATION, OR TERMINATION OF AUTHORIZATION, WHICHEVER SOONER
1050-52-a	EARNING/DEDUCTION RECORD FOR EACH EMPLOYEE	4 YEARS
1050-52-a1	EARNING/DEDUCTION CARD SHOWING DETAILS	4 YEARS
1050-52-a2	EARNING/DEDUCTION REGISTER SHOW DETAILS	4 YEARS
1050-52-b	EARNING/DEDUCTION HISTORY FOR PENSION & DEFER COMP	PERMANENT
1050-52-b5	ANNUAL OR OTHER STATEMENTS TO EMPLOYEES	PERMANENT
1050-52-f	PAYROLL ADJUSTMENT RECORDS	FE + 3 YEARS
1050-52-e	PERIODIC STMTS TO EMPLOYEES ON PENSION DEDUCTIONS	2 YEARS
1050-53-a	WITHHOLDING FOR TAXES FORMS, W-4	4 YEARS AFTER SEPARATION OR 4 YEARS AFTER FORM AMENDED, WHICHEVER SOONER
1050-53-b	COLLECTION/DEPOSIT OF TAXES FORMS, W-2	4 YEARS AFTER TAX DUE DATE OR DATE TAX PAID, WHICHEVER LATER
1050-54-a	LEAVE USED/UNUSED HISTORY BY EMPLOYEE	PERMANENT
1050-54-b	LEAVE REQUEST, ANY TYPE	FE + 3 YEARS

ABBREVIATIONS	
AV -- AS LONG AS ADMINISTRATIVELY VALUABLE	LA -- LIFE OF ASSET
FE -- FISCAL YEAR END	US -- UNTIL SUPERCEDED



**RECORDS CONTROL SCHEDULE  
JASPER CAD**

JASPER, TEXAS

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1050-54-c	LEAVE OR HRS TO DATE REGISTER	FE + 3 YEARS
1050-55-a	HIRE/PAY/TERMINATION/ETC DOCUMENTS	2 YEARS
1050-55-b	PAY OR LEAVE ADJUSTMENT STATUS	FE + 3 YEARS
1050-56	TIME AND ATTENDANCE REPORTS	4 YEARS
1050-57	OVERTIME, TIME TRADING, ETC REQUESTS	2 YEARS
1075-01-a	BIDS & SUPPORTING DOCS, SUCCESSFUL	FE OF AWARD + 3 YEARS
1075-01-b	BIDS, UNSUCCESSFUL	2 YEARS
1075-01-c	BIDS, INFORMAL RECORDS (I.E., REQUESTS FOR QUOTATIONS OR ESTIMATES WHICH DO NOT REQUIRE FORMAL LETTING OF BIDS)	1 YEAR
1075-03-d	VENDOR/COMMODITY LISTS	US
1075-15	DAMAGE/ACCIDENT RPTS TO EQUIPMENT, FACILITIES, OR VEHICLES IF NO PERSONAL INJURY IS INVOLVED	3 YEARS
1075-40-a	POSTAL METER/PERMIT USAGE RECORDS	1 YEAR
1075-40-b	REGISTERED/CERT/INSUR ETC MAIL RECEIPTS	1 YEAR
1075-41-b	PHONE LOGS USED ONLY FOR INTERNAL CONTROL	2 YEARS
2950-01	APPEAL RECORDS	PERMANENT
2950-02	HEARING RECORDS	PERMANENT
2950-03	MINUTES OF APPRAISAL REVIEW BOARDS	PERMANENT
2950-04	OPEN MEETING NOTICES AND HEARING SCHEDULES	2 YEARS
2975-01	AGENTS FOR PROPERTY TAXES, APPOINTMENTS OD	US UNTIL DATE AUTHORITY OF AGENT ENDS AS APPLICABLE
2975-02-a	PROPERTY RECORD CARDS (APPRAISAL DISTRICTS)	US
2975-02-b	PROPERTY RECORD CARDS (TAXING UNITS)	DESTROY AT OPTION
2975-02-a	PROPERTY RECORD CARDS (APPRAISAL DISTRICTS) (RECORD SERIES # 9000 +)	PERMANENT
2975-03	APPRAISAL CORRESPONDENCE WITH PROPERTY OWNERS	2 YEARS
2975-03-b	LETTERS OF TRANSMITTAL, TAX	AV
2975-04	APPRAISAL FIELD NOTES	AV AFTER PREPERATON OR UPDATING OF ALL APPRAISAL CARDS TO WHICH THE NOTES RELATE.
2975-05	APPRAISAL MONITORING DOCUMENTATION	AV
2975-06-a	APPRAISAL ROLL/ABSTRACT (APPRAISAL DISTRICT)	PERMANENT
2975-07-a1	ONE TIME APPROVED APP FOR EXEMPT OR SPEC APPRAISAL	US OR UNTIL ENTITLEMENT ENDS + 10 YEARS
2975-07-a2	ANNUALLY APPROVED APP FOR EXEMPT OR SPEC APPRAISAL	10 YEARS OR US +9
2975-07-b	DENIED APPLICATIONS FOR EXEMPTION	1 YEAR
2975-09-b	ADDRESS CHANGE NOTICES AND SIMILAR DOCUMENTATION	1 YEAR AFTER CORRECTION MADE TO MAILING LIST.

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ITEM #	RECORD NAME	RETENTION
2975-09-c	MAIL RETURNED AS UNDELIVERABLE	1 YEAR AFTER RETURN
2975-09-d	RECORDS EVIDENCING THE MAILING OF NOTICES TO OWNER	1 YEAR
2975-10	MOBILE HOME RPT OF MOVEMENT	4 YEARS
2975-11	NOTICE TO TAXPAYERS	1 YEAR
2975-12	PROPERTY OWNERS ALPHA INDEX	US
2975-13	PROPERTY TRANSFER DOCS	AV AFTER CERTIFICATION
2975-14	PROPERTY VALUE DOCUMENTATION	5 YEARS
2975-15	RATIO AND OTHER STATISTICAL STUDIES MEASURE APPRIS	AV
2975-16-a1	APPROVED APP FOR ALLOCATION OF PROPERTY VALUE	3 YEARS
2975-16-b	RENDITIONS	5 YEARS
2975-16-c	DECREASED VALUE REPORTS	5 YEARS
2975-16-d	INVENTORIES OF PROPERTY	DESTROY AT OPTION BUT SEE RETENTION NOTE PG 11 OF TX SCHEDULE
2975-17	REPORTS/SURVEYS TO STATE PROPERTY TAX BOARD	PERMANENT
2975-18-c	MINERAL INTERESTS	UNTIL REQUEST FOR CANCELLATION FILED
2975-19	TAX DEFERAL AFFIDAVITS	UNTIL ALL DEL TAX PAID
2975-20	TAX MAPS AND PLATS	US
3000-01	APPRAISAL DISTRICT BUDGET & AMENDMENTS (TAX UNIT)	3 YEARS
3000-02-a	APPRAISAL ROLLS/AMENDMENTS AND NOTICES (TAX UNIT)	3 YEARS
3000-02-b	PRELIMINARY APPRAISAL ROLLS	AV
3000-03	BANKRUPTCY RECORDS	AV AFTER SETTLEMENT OF CLAIM
3000-05-a	DELINQUENT TAX ROLLS, IF PAYMENT ON REGISTER	AV AFTER PREPARATION OF CUMULATIVE TAX ROLL FOR THE FOLLOWING TAX YEAR
3000-05-b	DELINQUENT ROLL IF PAYMENT NOT ON TAX ROLL	REAL PROPERTY ROLLS - 20 YEARS: PERSONAL PROPERTY ROLLS - 10 YEARS
3000-05-c	LIST OF DELINQUENT OR INSOLVENT TAXPAYER	DESTROY AT OPTION
3000-06	ERRORS OF ASSESSMENT LIST	DESTROY AT OPTION
3000-07	PAY OPTIONS/POSTPONEMENT, REQUESTS FROM TAXPAYERS	AV
3000-09-a	TAX BILLS OR STATEMENTS	AV
3000-09-b	TAX BILLS OR STATEMENTS RETURNED BY POST OFFICE OR OTHER MAIL DELIVERY SERVICE.	5 YEARS
3000-10-a	TAX CERTIFICATES	2 YEARS
3000-10-b	REQUEST FOR TAX CERTIFICATES	AV
3000-11-a1	MONTHLY RPTS OF COLLECTION/DELINQUENT/PROP VALUES	FE+ 3 YEARS
3000-11-a3	ANNUAL RPTS OF COLLECTION/DELINQUENT/VALUES	PERMANENT

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3000-11-b1	ANNUAL COLLECTION REPORTS TO STATE PROP TAX BD	PERMANENT
3000-12	CORRESPONDENCE BETWEEN TAX UNIT- TAXPAYERS	2 YEARS
3000-15	TAX RATE CALCULATION WORKSHEETS/NOTICES	3 YEARS
3000-16	TAX RECEIPTS; COPIES/STUBS OF RECEIPTS	FE + 3 YEARS
3000-17	TAX REFUND APPLICATIONS	FE + 3 YEARS
3000-18	TAX ROLLS OF REAL PROPERTY	REAL PROPERTY ROLLS - 20 YEARS, SUBJECT TO THE EXCEPTIONS NOTED IN THE APPENDIX ON PAGE 25
3000-18	TAX ROLLS OF PERSONAL PROPERTY	PERSONAL PROPERTY ROLLS - 10 YEARS, SUBJECT TO THE EXCEPTIONS NOTED IN THE APPENDIX ON PAGE 25
3000-18	TAX ROLLS (Special years 80-83)	PERMANENT
3000-18-c	PRELIMINARY/DRAFT TAX ROLLS	AV AFTER APPROVAL OF FINAL ROLL BY GOVERNING BODY
3000-19-a	WARRANTS, PETITIONS, SURETY BONDS	AV FROM, AS APPLICABLE: 1 DT OF SALE, 2 DT OF RESALE IF PROP PURCHASED BY TAXING UNIT, 3 DT OF FINAL COURT JUDGEMENT IF NO SALE ORDERED, 4 FROM DT OF DISMISSAL IF SUIT DISMISSED ON MOTION OR PLAINTIFF
3000-19-a	NOTICES OF SALE, PERTINENT CORR ON FORECLOSURE	AV FROM, AS APPLICABLE: 1 DT OF SALE, 2 DT OF RESALE IF PROP PURCHASED BY TAXING UNIT, 3 DT OF FINAL COURT JUDGEMENT IF NO SALE ORDERED, 4 FROM DT OF DISMISSAL IF SUIT DISMISSED ON MOTION OR PLAINTIFF
3000-19-b	TAX SALE RECORDS LISTING PROP SOLD AND PURCHASER	PERMANENT
3000-19	PURCHASER(S) OF TAXING UNIT AT RESALE	PERMANENT
3100-10-b1	VOTER REG LISTS INC ABSENTEE VOTING PRIOR 3-1-86	DESTROY AT OPTION
9999-99	OLD MAGAZINES, OUTDATED BOOKLETS, ETC.	0

RECORDS CONTROL SCHEDULE, ALPHABETICAL BY RECORD SERIES TITLE

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RECORD SERIES TITLE	ITEM #	RETENTION	DEPARTMENT
ACCIDENT REPORTS ON ADULTS	1000-20-a	5 YEARS	ADMINISTRATION
ACCOUNTING POLICIES AND PROCEDURES DOCUMENTATION	1025-25	US + 5 YEARS	ALL STAFF
ACCOUNTS PAYABLE RECORDS FOR CAPITAL EQUIPMENT	1025-26-a	FE OF DATE OF DISPOSAL + 3 YEARS	ACCOUNTING
ADDRESS CHANGE NOTICES AND SIMILAR DOCUMENTATION	2975-09-b	1 YEAR AFTER CORRECTION MADE TO MAILING LIST.	APPRAISAL DIST
ADMINISTRATIVE CORRESPONDENCE	1000-26-b	2 YEARS	ALL STAFF
AGENTS FOR PROPERTY TAXES, APPOINTMENTS OD	2975-01	US UNTIL DATE AUTHORITY OF AGENT ENDS AS APPLICABLE	APPRAISAL DIST
ALL OTHER PUBLISHED LEGAL NOTICES	1000-21-c	2 YEARS	ADMINISTRATION
ANN/BIIENNIAL/CUMULATIVE AUDITS	1025-01-a	PERMANENT	BUSINESS
ANNUAL COLLECTION REPORTS TO STATE PROP TAX BD	3000-11-b1	PERMANENT	TAX
ANNUAL OR OTHER STATEMENTS TO EMPLOYEES	1050-52-b5	PERMANENT	PAYROLL
ANNUAL RPTS OF COLLECTION/DELINQUENT/VALUES	3000-11-a3	PERMANENT	TAX
ANNUALLY APPROVED APP FOR EXEMPT OR SPEC APPRAISAL	2975-07-a2	10 YEARS OR US +9	APPRAISAL DIST
APPEAL RECORDS	2950-01	PERMANENT	APPRAISAL DIST
APPLICATIONS/TRANSCRIPTS/LETTERS ETC	1050-14	2 YEARS FROM THE CREATION (OR RECEIPT) OF THE RECORD OR THE PERSONNEL ACTION INVOLVED, WHICHEVER LATER	PERSONNEL
APPRAISAL CORRESPONDENCE WITH PROPERTY OWNERS	2975-03	2 YEARS	APPRAISAL DIST
APPRAISAL DISTRICT BUDGET & AMENDMENTS (TAX UNIT)	3000-01	3 YEARS	TAX
APPRAISAL FIELD NOTES	2975-04	AV AFTER PREPERATON OR UPDATING OF ALL APPRAISAL CARDS TO WHICH THE NOTES RELATE.	APPRAISAL DIST
APPRAISAL MONITORING DOCUMENTATION	2975-05	AV	APPRAISAL DIST
APPRAISAL ROLL/ABSTRACT (APPRAISAL DISTRICT)	2975-06-a	PERMANENT	APPRAISAL DIST
APPRAISAL ROLLS/AMENDMENTS AND NOTICES (TAX UNIT)	3000-02-a	3 YEARS	TAX
APPROVED APP FOR ALLOCATION OF PROPERTY VALUE	2975-16-a1	3 YEARS	APPRAISAL DIST
AUDIT WORKING PAPERS OR SUMMARIES	1025-01-e	3 YRS AFTER ALL QUESTIONS ARISING FROM THE AUDIT HAVE BEEN RESOLVED	BUSINESS
AUDIT, SPECIAL, ORDERED BY LOC GOV/COURT/FED/ST	1025-01-d	PERMANENT	BUSINESS
BANK SECURITY RECORDS	1025-02	4 YRS AFTER TERMINATION, EXPIRATION OR RELEASE OF CONTRACTUAL OBLIGATIONS	BUSINESS
BANK STATEMENTS, CANCELLED CHECKS	1025-28	FE + 5 YEARS	ACCOUNTING
BANKRUPTCY RECORDS	3000-03	AV AFTER SETTLEMENT OF CLAIM	TAX
BIDS & SUPPORTING DOCS, SUCCESSFUL	1075-01-a	FE OF AWARD + 3 YEARS	BUSINESS
BIDS, INFORMAL RECORDS (I.E., REQUESTS FOR QUOTATIONS OR ESTIMATES WHICH DO NOT REQUIRE FORMAL LETTING OF BIDS)	1075-01-c	1 YEAR	BUSINESS
BIDS, UNSUCCESSFUL	1075-01-b	2 YEARS	BUSINESS
BOARD/COUNCIL AGENDA, CLOSED MEETINGS	1000-01-b	2 YEARS	ADMINISTRATION
BOARD/COUNCIL AGENDA, OPEN MEETINGS	1000-01-a	2 YEARS	ADMINISTRATION

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RECORD SERIES TITLE	ITEM #	RETENTION	DEPARTMENT
BOARD/COUNCIL MINUTES, WRITTEN	1000-03-a	PERMANENT	ADMINISTRATION
BUDGET CHANGE DOCS, LINE ITEM/CONTINGENCY/RESERVE	1025-04-e	2 YEARS	BUSINESS
BUDGET WORKING PAPERS	1025-04-c	2 YEARS	BUSINESS
BUDGETS (ANNUAL) AND AMENDMENTS	1025-04-a	PERMANENT	BUSINESS
CASH DRAWER RECONCILIATIONS	1025-27	FE OF DATE OF RECEIPT + 3 YEARS	ACCOUNTING
CASH RECEIPTS	1025-27	FE OF DATE OF RECEIPT + 3 YEARS	ACCOUNTING
CASH RECEIPTS, RECEIPT BOOKS	1025-27	FE OF DATE OF RECEIPT + 3 YEARS	ACCOUNTING
CERTIFICATES AND LICENSES	1050-04	US OR SEPERATION OF EMPLOYEE + 5 YEARS	PERSONNEL
CHECK REGISTERS, DEPOSIT SLIPS	1025-28	FE + 5 YEARS	ACCOUNTING
CLAIMS FOR EMPLOYEE TRAVEL	1025-26	FE OF DATE PAYMENT + 3 YEARS	ACCOUNTING
CLAIMS, INVOICES, COPIES OF CHECKS & PURCHASE ORDERS	1025-26	FE OF DATE PAYMENT + 3 YEARS	ACCOUNTING
COLLECTION/DEPOSIT OF TAXES FORMS, W-2	1050-53-b	4 YEARS AFTER TAX DUE DATE OR DATE TAX PAID, WHICHEVER LATER	PAYROLL
CONTRACTS, LEASES AND AGREEMENTS	1000-25	4 YR AFTER THE EXPIRATION OR TERMINATION OF THE INSTRUMENT ACCORDING TO ITS TERMS	BUSINESS
CORRESPONDENCE BETWEEN TAX UNIT-TAXPAYERS	3000-12	2 YEARS	TAX
DAILY CASH TRANSFERS & DAILY REPORTS	1025-27	FE OF DATE OF RECEIPT + 3 YEARS	ACCOUNTING
DAMAGE/ACCIDENT RPTS TO EQUIPMENT, FACILITIES, OR VEHICLES IF NO PERSONAL INJURY IS INVOLVED	1075-15	3 YEARS	BUSINESS
DECREASED VALUE REPORTS	2975-16-c	5 YEARS	APPRAISAL DIST
DEEDS, PROPERTY	1000-27	PERMANENT	ADMINISTRATION
DELINQUENT ROLL IF PAYMENT NOT ON TAX ROLL	3000-05-b	REAL PROPERTY ROLLS - 20 YEARS: PERSONAL PROPERTY ROLLS - 10 YEARS	TAX
DELINQUENT TAX ROLLS, IF PAYMENT ON REGISTER	3000-05-a	AV AFTER PREPARATION OF CUMULATIVE TAX ROLL FOR THE FOLLOWING TAX YEAR	TAX
DENIED APPLICATIONS FOR EXEMPTION	2975-07-b	1 YEAR	APPRAISAL DIST
DEPOSIT RECEIPTS	1025-27	FE OF DATE OF RECEIPT + 3 YEARS	ACCOUNTING
DISCIPLINE/ADVERSE ACTION REPORTS ON EMPLOYEES	1050-07	2 YEARS AFTER CASE CLOSED OR ACTION TAKEN, AS APPLICABLE	PERSONNEL
EARNING/DEDUCTION CARD SHOWING DETAILS	1050-52-a1	4 YEARS	PAYROLL
EARNING/DEDUCTION HISTORY FOR PENSION & DEFER COMP	1050-52-b	PERMANENT	PAYROLL
EARNING/DEDUCTION RECORD FOR EACH EMPLOYEE	1050-52-a	4 YEARS	PAYROLL
EARNING/DEDUCTION REGISTER SHOW DETAILS	1050-52-a2	4 YEARS	PAYROLL
EMPLOYEE BENEFIT PLANS	1050-08-a	TERMINATION OF PLAN + 1 YEAR	PAYROLL
EMPLOYEE RECORDS CHANGE DOCUMENTS	1050-24	2 YEARS	PERSONNEL
EMPLOYMENT ANNOUNCEMENTS OR ADS	1050-13	2 YEARS	PERSONNEL
EMPLOYMENT HISTORY RECORD	1050-12	PERMANENT	PERSONNEL
ENCUMBRANCE & EXPENDITURE REPORTS	1025-04-d	2 YEARS	BUSINESS
ENROLLMENT FORMS FOR LIFE/HEALTH/DISABLE INSUR	1050-08-b2B	TERMINATION OF COVERAGE + 4 YEARS	PAYROLL
ENROLLMENT/BENEFICIARY FORMS	1050-08-b1	AV	PAYROLL
EQUIPMENT OR PROPERTY CARDS	1025-05-a	FE OF DATE OF DISPOSAL + 3 YEARS	BUSINESS

ABBREVIATIONS	
AV - AS LONG AS ADMINISTRATIVELY VALUABLE	LA - LIFE OF ASSET
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RECORDS CONTROL SCHEDULE, ALPHABETICAL BY RECORD SERIES TITLE

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EQUIPMENT OR PROPERTY COST & DEPRECIATION SCHEDULES/SUMMARIES USED FOR CAPITAL OUTLAY BUDGETING OR OTHER FINANCIAL/BUDGET CONTROL PURPOSES	1025-05-b	FE + 3 YEARS	BUSINESS
EQUIPMENT OR PROPERTY INVENTORY	1025-05-c	US + 3 YEARS	BUSINESS
ERRORS OF ASSESSMENT LIST	3000-06	DESTROY AT OPTION	TAX
EXPENDITURE AUTHORIZATIONS	1025-26	FE OF DATE PAYMENT + 3 YEARS	ACCOUNTING
FIDELITY BONDS	1050-18	EFFECTIVE LIFE OF BOND + 5 YEARS	BUSINESS
FINANCIAL REPORTS - ANNUAL	1025-07-b	PERMANENT	BUSINESS
FINANCIAL REPORTS - MONTHLY, BIMONTHLY, QUARTERLY, SEMI-ANNUAL	1025-07-a	FE + 3 YEARS	BUSINESS
FUND TRANSMITTAL RPTS TO FED, STATE OR LOCAL GOVT	1025-26-b	FE OF PERIOD COVERED BY REPORT + 3 YEARS	ACCOUNTING
GENERAL LEDGER FOR AUDITED YEARS	1025-30-a1	FE + 5 YEARS	ACCOUNTING
GENERAL LEDGER NOT INVOLVING AN AUDIT	1025-30-a2	PERMANENT	ACCOUNTING
GRANT APPLICATIONS & RECORDS, UNSUCCESSFUL	1025-08-d	AV	BUSINESS
GRANT APPLICATIONS, SUCCESSFUL (PROPOSALS & ANY DOCUMENTATION THAT MODIFIES THE TERMS OF A GRANT)	1025-08-a	FE + 5 YEARS	BUSINESS
HEARING RECORDS	2950-02	PERMANENT	APPRAISAL DIST
HIRE/PAY/TERMINATION/ETC DOCUMENTS	1050-55-a	2 YEARS	PAYROLL
INS FORM I-9 (verification of empl elig)	1050-30	3 YEARS FROM HIRE OR 1 YEAR AFTER SEPARATION, WHICHEVER LATER	PERSONNEL
INSURANCE POLICIES	1000-29	4 YRS AFTER THE EXPIRATION OR TERMINATION OF THE POLICY ACCORDING TO ITS TERMS.	BUSINESS
INVENTORIES OF PROPERTY	2975-16-d	DESTROY AT OPTION BUT SEE RETENTION NOTE PG 11 OF TX SCHEDULE	APPRAISAL DIST
JOB DESCRIPTIONS	1050-26-a	US OR POSITION ABOLISHED + 4 YEARS	PERSONNEL
JOURNAL VOUCHERS, ENTRY DOCUMENTATION	1025-30-d	FE + 5 YEARS	ACCOUNTING
LEAVE OR HRS TO DATE REGISTER	1050-54-c	FE + 3 YEARS	PERSONNEL
LEAVE REQUEST, ANY TYPE	1050-54-b	FE + 3 YEARS	PERSONNEL
LEAVE USED/UNUSED HISTORY BY EMPLOYEE	1050-54-a	PERMANENT	PERSONNEL
LETTERS OF TRANSMITTAL, TAX	2975-03-b	AV	APPRAISAL DIST
LIST OF DELINQUENT OR INSOLVENT TAXPAYER	3000-05-c	DESTROY AT OPTION	TAX
LITIGATION CASE FILES	1000-31	AV AFTER FINAL DISPOSITION OF THE CASE	ADMINISTRATION
MAIL RETURNED AS UNDELIVERABLE	2975-09-c	1 YEAR AFTER RETURN	APPRAISAL DIST
MINERAL INTERESTS	2975-18-c	UNTIL REQUEST FOR CANCELLATION FILED	APPRAISAL DIST
MINUTES OF APPRAISAL REVIEW BOARDS	2950-03	PERMANENT	APPRAISAL DIST
MOBILE HOME RPT OF MOVEMENT	2975-10	4 YEARS	APPRAISAL DIST
MONTHLY RPTS OF COLLECTION/DELINQUENT/PROP VALUES	3000-11-a1	FE+ 3 YEARS	TAX
NEWS RELEASES	1000-33	AV	ADMINISTRATION
NOTES DURING BOARD/COUNCIL MEETINGS	1000-03-b	90 DAYS AFTER APPROVAL OF MINUTES BY THE GOVERNING BODY	ADMINISTRATION
NOTICE TO TAXPAYERS	2975-11	1 YEAR	APPRAISAL DIST

ABBREVIATIONS	
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NOTICES OF SALE, PERTINENT CORR ON FORECLOSURE	3000-19-a	AV FROM, AS APPLICABLE: 1 DT OF SALE, 2 DT OF RESALE IF PROP PURCHASED BY TAXING UNIT, 3 DT OF FINAL COURT JUDGEMENT IF NO SALE ORDERED, 4 FROM DT OF DISMISSAL IF SUIT DISMISSED ON MOTION OR PLAINTIFF	TAX
OATHS OF OFFICE	1050-23	US + 5 YEARS; OR, 5 YEARS AFTER LEAVING POSITION FOR WHICH OATH REQUIRED, WHICHEVER APPLICABLE	PERSONNEL
ONE TIME APPROVED APP FOR EXEMPT OR SPEC APPRAISAL	2975-07-a1	US OR UNTIL ENTITLEMENT ENDS + 10 YEARS	APPRAISAL DIST
OPEN MEETING NOTICES	1000-04	2 YEARS	ADMINISTRATION
OPEN MEETING NOTICES AND HEARING SCHEDULES	2950-04	2 YEARS	APPRAISAL DIST
OPEN RECORDS REQUESTS	1000-34	1 YR AFTER FINAL DECISION ON REQUEST	ALL STAFF
ORDINANCES, ORDERS, & RESOLUTIONS (INCLUDING THOSE THAT HAVE BEEN REPEALED, REVOKED, OR AMENDED)	1000-05	PERMANENT	ADMINISTRATION
ORGANIZATIONAL CHARTS	1000-35	US	ALL STAFF
OVERTIME, TIME TRADING, ETC REQUESTS	1050-57	2 YEARS	PAYROLL
PAY OPTIONS/POSTPONEMENT, REQUESTS FROM TAXPAYERS	3000-07	AV	TAX
PAY OR LEAVE ADJUSTMENT STATUS	1050-55-b	FE + 3 YEARS	PAYROLL
PAYROLL ADJUSTMENT RECORDS	1050-52-f	FE + 3 YEARS	PAYROLL
PAYROLL DEDUCTION AUTHORIZATIONS	1050-50	4 YEARS AFTER SEPARATION OR 4 YEARS AFTER AMENDMENT, EXPIRATION, OR TERMINATION OF AUTHORIZATION, WHICHEVER SOONER	PAYROLL
PENSION SYSTEM OR FUND ANNUAL REPORTS	1050-08-c	PERMANENT	PAYROLL
PERIODIC STMTS TO EMPLOYEES ON PENSION DEDUCTIONS	1050-52-e	2 YEARS	PAYROLL
PETITIONS	1000-06	CONSIDERATION OF PETITION +2 YEARS	ADMINISTRATION
PHONE LOGS USED ONLY FOR INTERNAL CONTROL	1075-41-b	2 YEARS	ALL STAFF
POLICIES AND PROCEDURAL MATERIAL	1000-38	US + 5 YEARS	ADMINISTRATION
POLICY AND PROGRAM DEVELOPMENT MATERIAL	1000-26-a	5 YEARS	ALL STAFF
POSTAL METER/PERMIT USAGE RECORDS	1075-40-a	1 YEAR	ALL STAFF
PRELIMINARY APPRAISAL ROLLS	3000-02-b	AV	TAX
PRELIMINARY/DRAFT TAX ROLLS	3000-18-c	AV AFTER APPROVAL OF FINAL ROLL BY GOVERNING BODY	TAX
PROP SALE, AUCTION, OR DISPOSAL RECORDS OF GOVT. OWNED PROPERTY OR EQUIPMENT	1025-05-d	1 YEAR	BUSINESS
PROPERTY OWNERS ALPHA INDEX	2975-12	US	APPRAISAL DIST
PROPERTY RECORD CARDS (APPRAISAL DISTRICTS)	2975-02-a	US	APPRAISAL DIST
PROPERTY RECORD CARDS (APPRAISAL DISTRICTS) (RECORD SERIES # 9000 +)	2975-02-a	PERMANENT	APPRAISAL DIST
PROPERTY RECORD CARDS (TAXING UNITS)	2975-02-b	DESTROY AT OPTION	APPRAISAL DIST
PROPERTY TRANSFER DOCS	2975-13	AV AFTER CERTIFICATION	APPRAISAL DIST
PROPERTY VALUE DOCUMENTATION	2975-14	5 YEARS	APPRAISAL DIST
PUBLICATIONS	1000-39	ONE COPY OF EACH PERMANENT	ADMINISTRATION
PURCHASER(S) OF TAXING UNIT AT RESALE	3000-19	PERMANENT	TAX
RATIO AND OTHER STATISTICAL STUDIES MEASURE APPRIS	2975-15	AV	APPRAISAL DIST
RECORDS EVIDENCING THE MAILING OF NOTICES TO OWNER	2975-09-d	1 YEAR	APPRAISAL DIST

SCHEDTTL.RSL  
RCI-4

ABBREVIATIONS	
AV -- AS LONG AS ADMINISTRATIVELY VALUABLE	LA -- LIFE OF ASSET
FE -- FISCAL YEAR END	US -- UNTIL SUPERCEDED

RECORDS CONTROL SCHEDULE, ALPHABETICAL BY RECORD SERIES TITLE

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RECORD SERIES TITLE	ITEM #	RETENTION	DEPARTMENT
RECORDS MAINTNED BY RETIRMENT SYSTEM		AV	PAYROLL
RECORDS MGMT PLANS AND POLICIES DOCUMENTS	1000-40-d	US + 5 YEARS	RCDS MGMT OFFICER
REGISTERED/CERT/INSUR ETC MAIL RECEIPTS	1075-40-b	1 YEAR	ALL STAFF
RENDITIONS	2975-16-b	5 YEARS	APPRAISAL DIST
REPORTS/SURVEYS TO STATE PROPERTY TAX BOARD	2975-17	PERMANENT	APPRAISAL DIST
REQUEST FOR TAX CERTIFICATES	3000-10-b	AV	TAX
ROUTINE ADMIN FILES, MEMOS, NOTES	1000-26-c	AV	ALL STAFF
RPTS/MEMOS/PLAN/STUDIES IN SUCCESSFUL GRANTS	1025-08-c	3 YEARS	BUSINESS
SPECIAL REPORTS BY ORDER OF THE CHIEF ADMINISTRATIVE OFFICER	1000-41-a3	5 YEARS	ALL STAFF
SPECIAL REPORTS OR STUDIES PREPARED BY ORDER/REQUEST OR CONSIDERED BY GOVERNING BODY OR ORDERED/REQUESTED BY STATE AGENCY OR A COURT	1000-41-a2	PERMANENT	ALL STAFF
SUBSIDIARY JOURNALS, RECPT/DISBURS/GEN	1025-30-c	FE + 5 YEARS	ACCOUNTING
TAX BILLS OR STATEMENTS	3000-09-a	AV	TAX
TAX BILLS OR STATEMENTS RETURNED BY POST OFFICE OR OTHER MAIL DELIVERY SERVICE.	3000-09-b	5 YEARS	TAX
TAX CERTIFICATES	3000-10-a	2 YEARS	TAX
TAX DEFERAF AFFIDAVITS	2975-19	UNTIL ALL DEL TAX PAID	APPRAISAL DIST
TAX MAPS AND PLATS	2975-20	US	APPRAISAL DIST
TAX RATE CALCULATION WORKSHEETS/NOTICES	3000-15	3 YEARS	TAX
TAX RECEIPTS; COPIES/STUBS OF RECEIPTS	3000-16	FE + 3 YEARS	TAX
TAX REFUND APPLICATIONS	3000-17	FE + 3 YEARS	TAX
TAX ROLLS (Special years 80-83)	3000-18	PERMANENT	TAX
TAX ROLLS OF PERSONAL PROPERTY	3000-18	PERSONAL PROPERTY ROLLS - 10 YEARS, SUBJECT TO THE EXCEPTIONS NOTED IN THE APPENDIX ON PAGE 25	TAX
TAX ROLLS OF REAL PROPERTY	3000-18	REAL PROPERTY ROLLS - 20 YEARS, SUBJECT TO THE EXCEPTIONS NOTED IN THE APPENDIX ON PAGE 25	TAX
TAX SALE RECORDS LISTING PROP SOLD AND PURCHASER	3000-19-b	PERMANENT	TAX
TIME AND ATTENDANCE REPORTS	1050-56	4 YEARS	PAYROLL
TRANSACTIONS SUMMARY ANNUAL	1025-31-d	FE + 3 YEARS	ACCOUNTING
TRANSACTIONS SUMMARY DAILY	1025-31-a	30 DAYS	ACCOUNTING
TRANSACTIONS SUMS, MON/BIMON/QTRLY/SEMI-ANNUAL	1025-31-c	2 YEARS	ACCOUNTING
TRANSCRIPT OF PERSON HIRED	1050-14-b	DATE OF SEPERATION + 5 YEARS	PERSONNEL
VENDOR/COMMODITY LISTS	1075-03-d	US	BUSINESS
VOTER REG LISTS INC ABSENTEE VOTING PRIOR 3-1-86	3100-10-b1	DESTROY AT OPTION	ELECTIONS OFFICE
WARRANTS, PETITIONS, SURETY BONDS	3000-19-a	AV FROM, AS APPLICABLE: 1 DT OF SALE, 2 DT OF RESALE IF PROP PURCHASED BY TAXING UNIT, 3 DT OF FINAL COURT JUDGEMENT IF NO SALE ORDERED, 4 FROM DT OF DISMISSAL IF SUIT DISMISSED ON MOTION OR PLAINTIFF	TAX
WITHHOLDING FOR TAXES FORMS, W-4	1050-53-a	4 YEARS AFTER SEPARATION OR 4 YEARS AFTER FORM AMENDED, WHICHEVER SOONER	PAYROLL

ABBREVIATIONS	
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RECORDS CONTROL SCHEDULE, ALPHABETICAL BY RECORD SERIES TITLE

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RECORD SERIES TITLE	ITEM #	RETENTION	DEPARTMENT
WORKERS COMPENSATION CLAIM FILES	1050-32	5 YEARS	BUSINESS

RECORDS CONTROL SCHEDULE, BY DEPARTMENT

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ITEM #	RECORD SERIES TITLE	RETENTION
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**DEPARTMENT : ACCOUNTING**

1025-26-a	ACCOUNTS PAYABLE RECORDS FOR CAPITAL EQUIPMENT	FE OF DATE OF DISPOSAL + 3 YEARS
1025-28	BANK STATEMENTS, CANCELLED CHECKS	FE + 5 YEARS
1025-27	CASH DRAWER RECONCILIATIONS	FE OF DATE OF RECEIPT + 3 YEARS
1025-27	CASH RECEIPTS	FE OF DATE OF RECEIPT + 3 YEARS
1025-27	CASH RECEIPTS, RECEIPT BOOKS	FE OF DATE OF RECEIPT + 3 YEARS
1025-28	CHECK REGISTERS, DEPOSIT SLIPS	FE + 5 YEARS
1025-26	CLAIMS FOR EMPLOYEE TRAVEL	FE OF DATE PAYMENT + 3 YEARS
1025-26	CLAIMS, INVOICES, COPIES OF CHECKS & PURCHASE ORDERS	FE OF DATE PAYMENT + 3 YEARS
1025-27	DAILY CASH TRANSFERS & DAILY REPORTS	FE OF DATE OF RECEIPT + 3 YEARS
1025-27	DEPOSIT RECEIPTS	FE OF DATE OF RECEIPT + 3 YEARS
1025-26	EXPENDITURE AUTHORIZATIONS	FE OF DATE PAYMENT + 3 YEARS
1025-26-b	FUND TRANSMITTAL RPTS TO FED, STATE OR LOCAL GOVT	FE OF PERIOD COVERED BY REPORT + 3 YEARS
1025-30-a1	GENERAL LEDGER FOR AUDITED YEARS	FE + 5 YEARS
1025-30-a2	GENERAL LEDGER NOT INVOLVING AN AUDIT	PERMANENT
1025-30-d	JOURNAL VOUCHERS, ENTRY DOCUMENTATION	FE + 5 YEARS
1025-31-d	TRANSACTIONS SUMMARY ANNUAL	FE + 3 YEARS
1025-31-c	TRANSACTIONS SUMS, MON/BIMON/QTRLY/SEMI-ANNUAL	2 YEARS

ABBREVIATIONS	
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RECORDS CONTROL SCHEDULE, BY DEPARTMENT

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ITEM #	RECORD SERIES TITLE	RETENTION
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**DEPARTMENT : ADMINISTRATION**

1000-20-a	ACCIDENT REPORTS ON ADULTS	5 YEARS
1000-26-b	ADMINISTRATIVE CORRESPONDENCE	2 YEARS
1000-21-c	ALL OTHER PUBLISHED LEGAL NOTICES	2 YEARS
1025-01-a	ANN/BIENNIAL/CUMULATIVE AUDITS	PERMANENT
1050-14	APPLICATIONS/TRANSCRIPTS/LETTERS ETC	2 YEARS FROM THE CREATION (OR RECEIPT) OF THE RECORD OR THE PERSONNEL ACTION INVOLVED, WHICHEVER LATER
2975-05	APPRAISAL MONITORING DOCUMENTATION	AV
1025-28	BANK STATEMENTS, CANCELLED CHECKS	FE + 5 YEARS
1075-01-a	BIDS & SUPPORTING DOCS, SUCCESSFUL	FE OF AWARD + 3 YEARS
1075-01-b	BIDS, UNSUCCESSFUL	2 YEARS
1000-01-b	BOARD/COUNCIL AGENDA, CLOSED MEETINGS	2 YEARS
1000-01-a	BOARD/COUNCIL AGENDA, OPEN MEETINGS	2 YEARS
1000-03-a	BOARD/COUNCIL MINUTES, WRITTEN	PERMANENT
1025-04-a	BUDGETS (ANNUAL) AND AMENDMENTS	PERMANENT
1025-27	CASH RECEIPTS	FE OF DATE OF RECEIPT + 3 YEARS
1025-28	CHECK REGISTERS, DEPOSIT SLIPS	FE + 5 YEARS
1025-26	CLAIMS, INVOICES, COPIES OF CHECKS & PURCHASE ORDERS	FE OF DATE PAYMENT + 3 YEARS
1050-53-b	COLLECTION/DEPOSIT OF TAXES FORMS, W-2	4 YEARS AFTER TAX DUE DATE OR DATE TAX PAID, WHICHEVER LATER
1000-27	DEEDS, PROPERTY	PERMANENT
1050-52-b	EARNING/DEDUCTION HISTORY FOR PENSION & DEFER COMP	PERMANENT
1050-08-a	EMPLOYEE BENEFIT PLANS	TERMINATION OF PLAN + 1 YEAR
1050-12	EMPLOYMENT HISTORY RECORD	PERMANENT
1050-08-b2B	ENROLLMENT FORMS FOR LIFE/HEALTH/DISABLE INSUR	TERMINATION OF COVERAGE + 4 YEARS
1025-07-b	FINANCIAL REPORTS - ANNUAL	PERMANENT
1025-07-a	FINANCIAL REPORTS - MONTHLY, BIMONTHLY, QUARTERLY, SEMI-ANNUAL	FE + 3 YEARS
2950-02	HEARING RECORDS	PERMANENT
1025-30-d	JOURNAL VOUCHERS, ENTRY DOCUMENTATION	FE + 5 YEARS
1000-31	LITIGATION CASE FILES	AV AFTER FINAL DISPOSITION OF THE CASE
1000-33	NEWS RELEASES	AV
1000-03-b	NOTES DURING BOARD/COUNCIL MEETINGS	90 DAYS AFTER APPROVAL OF MINUTES BY THE GOVERNING BODY
1000-04	OPEN MEETING NOTICES	2 YEARS
1000-05	ORDINANCES, ORDERS, & RESOLUTIONS (INCLUDING THOSE THAT HAVE BEEN REPEALED, REVOKED, OR AMENDED)	PERMANENT

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RECORDS CONTROL SCHEDULE, BY DEPARTMENT

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**DEPARTMENT : ADMINISTRATION**

1000-38	POLICIES AND PROCEDURAL MATERIAL	US + 5 YEARS
2975-14	PROPERTY VALUE DOCUMENTATION	5 YEARS
1000-39	PUBLICATIONS	ONE COPY OF EACH PERMANENT
1000-26-c	ROUTINE ADMIN FILES, MEMOS, NOTES	AV
1025-30-c	SUBSIDIARY JOURNALS, RECPT/DISBURS/GEN	FE + 5 YEARS
1025-31-a	TRANSACTIONS SUMMARY DAILY	30 DAYS
1075-03-d	VENDOR/COMMODITY LISTS	US

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RECORDS CONTROL SCHEDULE, BY DEPARTMENT

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**DEPARTMENT : ALL STAFF**

1025-25	ACCOUNTING POLICIES AND PROCEDURES DOCUMENTATION	US + 5 YEARS
1000-26-b	ADMINISTRATIVE CORRESPONDENCE	2 YEARS
1000-34	OPEN RECORDS REQUESTS	1 YR AFTER FINAL DECISION ON REQUEST
1000-35	ORGANIZATIONAL CHARTS	US
1075-41-b	PHONE LOGS USED ONLY FOR INTERNAL CONTROL	2 YEARS
1000-26-a	POLICY AND PROGRAM DEVELOPMENT MATERIAL	5 YEARS
1075-40-a	POSTAL METER/PERMIT USAGE RECORDS	1 YEAR
1075-40-b	REGISTERED/CERT/INSUR ETC MAIL RECEIPTS	1 YEAR
1000-26-c	ROUTINE ADMIN FILES, MEMOS, NOTES	AV
1000-41-a3	SPECIAL REPORTS BY ORDER OF THE CHIEF ADMINISTRATIVE OFFICER	5 YEARS
1000-41-a2	SPECIAL REPORTS OR STUDIES PREPARED BY ORDER/REQUEST OR CONSIDERED BY GOVERNING BODY OR ORDERED/REQUESTED BY STATE AGENCY OR A COURT	PERMANENT

ABBREVIATIONS	
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RECORDS CONTROL SCHEDULE, BY DEPARTMENT

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**DEPARTMENT : APPRAISAL/MAP**

2975-09-b	ADDRESS CHANGE NOTICES AND SIMILAR DOCUMENTATION	1 YEAR AFTER CORRECTION MADE TO MAILING LIST.
1000-26-b	ADMINISTRATIVE CORRESPONDENCE	2 YEARS
2975-01	AGENTS FOR PROPERTY TAXES, APPOINTMENTS OD	US UNTIL DATE AUTHORITY OF AGENT ENDS AS APPLICABLE
2975-07-a2	ANNUALLY APPROVED APP FOR EXEMPT OR SPEC APPRAISAL	10 YEARS OR US +9
2950-01	APPEAL RECORDS	PERMANENT
2975-03	APPRAISAL CORRESPONDENCE WITH PROPERTY OWNERS	2 YEARS
3000-01	APPRAISAL DISTRICT BUDGET & AMENDMENTS (TAX UNIT)	3 YEARS
2975-04	APPRAISAL FIELD NOTES	AV AFTER PREPERATON OR UPDATING OF ALL APPRAISAL CARDS TO WHICH THE NOTES RELATE.
2975-05	APPRAISAL MONITORING DOCUMENTATION	AV
2975-06-a	APPRAISAL ROLL/ABSTRACT (APPRAISAL DISTRICT)	PERMANENT
3000-02-a	APPRAISAL ROLLS/AMENDMENTS AND NOTICES (TAX UNIT)	3 YEARS
2975-16-a1	APPROVED APP FOR ALLOCATION OF PROPERTY VALUE	3 YEARS
2975-16-c	DECREASED VALUE REPORTS	5 YEARS
3000-05-a	DELINQUENT TAX ROLLS, IF PAYMENT ON REGISTER	AV AFTER PREPARATION OF CUMULATIVE TAX ROLL FOR THE FOLLOWING TAX YEAR
2975-07-b	DENIED APPLICATIONS FOR EXEMPTION	1 YEAR
2950-02	HEARING RECORDS	PERMANENT
2975-16-d	INVENTORIES OF PROPERTY	DESTROY AT OPTION BUT SEE RETENTION NOTE PG 11 OF TX SCHEDULE
2975-03-b	LETTERS OF TRANSMITTAL, TAX	AV
3000-05-c	LIST OF DELINQUENT OR INSOLVENT TAXPAYER	DESTROY AT OPTION
2975-09-c	MAIL RETURNED AS UNDELIVERABLE	1 YEAR AFTER RETURN
2975-18-c	MINERAL INTERESTS	UNTIL REQUEST FOR CANCELLATION FILED
2950-03	MINUTES OF APPRAISAL REVIEW BOARDS	PERMANENT
2975-10	MOBILE HOME RPT OF MOVEMENT	4 YEARS
2975-11	NOTICE TO TAXPAYERS	1 YEAR
2975-07-a1	ONE TIME APPROVED APP FOR EXEMPT OR SPEC APPRAISAL	US OR UNTIL ENTITLEMENT ENDS + 10 YEARS
2950-04	OPEN MEETING NOTICES AND HEARING SCHEDULES	2 YEARS
1000-06	PETITIONS	CONSIDERATION OF PETITION +2 YEARS
1000-26-a	POLICY AND PROGRAM DEVELOPMENT MATERIAL	5 YEARS

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RECORDS CONTROL SCHEDULE, BY DEPARTMENT

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**DEPARTMENT : APPRAISAL/MAP**

3000-02-b	PRELIMINARY APPRAISAL ROLLS	AV
2975-12	PROPERTY OWNERS ALPHA INDEX	US
2975-02-a	PROPERTY RECORD CARDS (APPRAISAL DISTRICTS)	US
2975-02-a	PROPERTY RECORD CARDS (APPRAISAL DISTRICTS) (RECORD SERIES # 9000 +)	PERMANENT
2975-02-b	PROPERTY RECORD CARDS (TAXING UNITS)	DESTROY AT OPTION
2975-13	PROPERTY TRANSFER DOCS	AV AFTER CERTIFICATION
2975-14	PROPERTY VALUE DOCUMENTATION	5 YEARS
2975-15	RATIO AND OTHER STATISTICAL STUDIES MEASURE APPRIS	AV
2975-09-d	RECORDS EVIDENCING THE MAILING OF NOTICES TO OWNER	1 YEAR
2975-16-b	RENDITIONS	5 YEARS
2975-17	REPORTS/SURVEYS TO STATE PROPERTY TAX BOARD	PERMANENT
3000-10-b	REQUEST FOR TAX CERTIFICATES	AV
1000-26-c	ROUTINE ADMIN FILES, MEMOS, NOTES	AV
2975-19	TAX DEFERAL AFFIDAVITS	UNTIL ALL DEL TAX PAID
2975-20	TAX MAPS AND PLATS	US
3100-10-b1	VOTER REG LISTS INC ABSENTEE VOTING PRIOR 3-1-86	DESTROY AT OPTION

ABBREVIATIONS	
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RECORDS CONTROL SCHEDULE, BY DEPARTMENT

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**DEPARTMENT : BUSINESS**

1025-01-a	ANN/BIENNIAL/CUMULATIVE AUDITS	PERMANENT
1025-01-e	AUDIT WORKING PAPERS OR SUMMARIES	3 YRS AFTER ALL QUESTIONS ARISING FROM THE AUDIT HAVE BEEN RESOLVED
1025-01-d	AUDIT, SPECIAL, ORDERED BY LOC GOV/COURT/FED/ST	PERMANENT
1025-02	BANK SECURITY RECORDS	4 YRS AFTER TERMINATION, EXPIRATION OR RELEASE OF CONTRACTUAL OBLIGATIONS
1075-01-a	BIDS & SUPPORTING DOCS, SUCCESSFUL	FE OF AWARD + 3 YEARS
1075-01-c	BIDS, INFORMAL RECORDS (I.E., REQUESTS FOR QUOTATIONS OR ESTIMATES WHICH DO NOT REQUIRE FORMAL LETTING OF BIDS)	1 YEAR
1075-01-b	BIDS, UNSUCCESSFUL	2 YEARS
1025-04-e	BUDGET CHANGE DOCS, LINE ITEM/CONTINGENCY/RESERVE	2 YEARS
1025-04-c	BUDGET WORKING PAPERS	2 YEARS
1025-04-a	BUDGETS (ANNUAL) AND AMENDMENTS	PERMANENT
1000-25	CONTRACTS, LEASES AND AGREEMENTS	4 YR AFTER THE EXPIRATION OR TERMINATION OF THE INSTRUMENT ACCORDING TO ITS TERMS
1075-15	DAMAGE/ACCIDENT RPTS TO EQUIPMENT, FACILITIES, OR VEHICLES IF NO PERSONAL INJURY IS INVOLVED	3 YEARS
1025-04-d	ENCUMBRANCE & EXPENDITURE REPORTS	2 YEARS
1025-05-a	EQUIPMENT OR PROPERTY CARDS	FE OF DATE OF DISPOSAL + 3 YEARS
1025-05-b	EQUIPMENT OR PROPERTY COST & DEPRECIATION SCHEDULES/SUMMARIES USED FOR CAPITAL OUTLAY BUDGETING OR OTHER FINANCIAL/BUDGET CONTROL PURPOSES	FE + 3 YEARS
1025-05-c	EQUIPMENT OR PROPERTY INVENTORY	US + 3 YEARS
1050-18	FIDELITY BONDS	EFFECTIVE LIFE OF BOND + 5 YEARS
1025-07-b	FINANCIAL REPORTS - ANNUAL	PERMANENT
1025-07-a	FINANCIAL REPORTS - MONTHLY, BIMONTHLY, QUARTERLY, SEMI-ANNUAL	FE + 3 YEARS
1025-08-d	GRANT APPLICATIONS & RECORDS, UNSUCCESSFUL	AV
1025-08-a	GRANT APPLICATIONS, SUCCESSFUL (PROPOSALS & ANY DOCUMENTATION THAT MODIFIES THE TERMS OF A GRANT)	FE + 5 YEARS
1000-29	INSURANCE POLICIES	4 YRS AFTER THE EXPIRATION OR TERMINATION OF THE POLICY ACCORDING TO ITS TERMS.
1025-05-d	PROP SALE, AUCTION, OR DISPOSAL RECORDS OF GOVT. OWNED PROPERTY OR EQUIPMENT	1 YEAR
1025-08-c	RPTS/MEMOS/PLAN/STUDIES IN SUCCESSFUL GRANTS	3 YEARS
1050-32	WORKERS COMPENSATION CLAIM FILES	5 YEARS

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RECORDS CONTROL SCHEDULE, BY DEPARTMENT

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**DEPARTMENT : PAYROLL**

1050-52-b5	ANNUAL OR OTHER STATEMENTS TO EMPLOYEES	PERMANENT
1050-53-b	COLLECTION/DEPOSIT OF TAXES FORMS, W-2	4 YEARS AFTER TAX DUE DATE OR DATE TAX PAID, WHICHEVER LATER
1050-52-a1	EARNING/DEDUCTION CARD SHOWING DETAILS	4 YEARS
1050-52-b	EARNING/DEDUCTION HISTORY FOR PENSION & DEFER COMP	PERMANENT
1050-52-a	EARNING/DEDUCTION RECORD FOR EACH EMPLOYEE	4 YEARS
1050-52-a2	EARNING/DEDUCTION REGISTER SHOW DETAILS	4 YEARS
1050-08-a	EMPLOYEE BENEFIT PLANS	TERMINATION OF PLAN + 1 YEAR
1050-08-b2B	ENROLLMENT FORMS FOR LIFE/HEALTH/DISABLE INSUR	TERMINATION OF COVERAGE + 4 YEARS
1050-08-b1	ENROLLMENT/BENEFICIARY FORMS	AV
1050-55-a	HIRE/PAY/TERMINATION/ETC DOCUMENTS	2 YEARS
1050-57	OVERTIME, TIME TRADING, ETC REQUESTS	2 YEARS
1050-55-b	PAY OR LEAVE ADJUSTMENT STATUS	FE + 3 YEARS
1050-52-f	PAYROLL ADJUSTMENT RECORDS	FE + 3 YEARS
1050-50	PAYROLL DEDUCTION AUTHORIZATIONS	4 YEARS AFTER SEPARATION OR 4 YEARS AFTER AMENDMENT, EXPIRATION, OR TERMINATION OF AUTHORIZATION, WHICHEVER SOONER
1050-08-c	PENSION SYSTEM OR FUND ANNUAL REPORTS	PERMANENT
1050-52-e	PERIODIC STMTS TO EMPLOYEES ON PENSION DEDUCTIONS	2 YEARS
	RECORDS MAINTNED BY RETIRMENT SYSTEM	AV
1050-56	TIME AND ATTENDANCE REPORTS	4 YEARS
1050-53-a	WITHHOLDING FOR TAXES FORMS, W-4	4 YEARS AFTER SEPARATION OR 4 YEARS AFTER FORM AMENDED, WHICHEVER SOONER

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ITEM #	RECORD SERIES TITLE	RETENTION
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**DEPARTMENT : PERSONNEL**

1050-14	APPLICATIONS/TRANSCRIPTS/LETTERS ETC	2 YEARS FROM THE CREATION (OR RECEIPT) OF THE RECORD OR THE PERSONNEL ACTION INVOLVED, WHICHEVER LATER
1050-04	CERTIFICATES AND LICENSES	US OR SEPERATION OF EMPLOYEE + 5 YEARS
1050-07	DISCIPLINE/ADVERSE ACTION REPORTS ON EMPLOYEES	2 YEARS AFTER CASE CLOSED OR ACTION TAKEN, AS APPLICABLE
1050-24	EMPLOYEE RECORDS CHANGE DOCUMENTS	2 YEARS
1050-13	EMPLOYMENT ANNOUNCEMENTS OR ADS	2 YEARS
1050-12	EMPLOYMENT HISTORY RECORD	PERMANENT
1050-30	INS FORM I-9 (verification of empl elig)	3 YEARS FROM HIRE OR 1 YEAR AFTER SEPARATION, WHICHEVER LATER
1050-26-a	JOB DESCRIPTIONS	US OR POSITION ABOLISHED + 4 YEARS
1050-54-c	LEAVE OR HRS TO DATE REGISTER	FE + 3 YEARS
1050-54-b	LEAVE REQUEST, ANY TYPE	FE + 3 YEARS
1050-54-a	LEAVE USED/UNUSED HISTORY BY EMPLOYEE	PERMANENT
1050-23	OATHS OF OFFICE	US + 5 YEARS; OR, 5 YEARS AFTER LEAVING POSITION FOR WHICH OATH REQUIRED, WHICHEVER APPLICABLE
1050-14-b	TRANSCRIPT OF PERSON HIRED	DATE OF SEPERATION + 5 YEARS

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RECORDS CONTROL SCHEDULE, BY DEPARTMENT

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DEPARTMENT : RCDS MGMT OFF

1000-40-d	RECORDS MGMT PLANS AND POLICIES DOCUMENTS	US + 5 YEARS
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**DEPARTMENT : TAX DEPT**

3000-11-b1	ANNUAL COLLECTION REPORTS TO STATE PROP TAX BD	PERMANENT
3000-11-a3	ANNUAL RPTS OF COLLECTION/DELINQUENT/VALUES	PERMANENT
3000-01	APPRAISAL DISTRICT BUDGET & AMENDMENTS (TAX UNIT)	3 YEARS
3000-02-a	APPRAISAL ROLLS/AMENDMENTS AND NOTICES (TAX UNIT)	3 YEARS
3000-03	BANKRUPTCY RECORDS	AV AFTER SETTLEMENT OF CLAIM
1025-28	CHECK REGISTERS, DEPOSIT SLIPS	FE + 5 YEARS
3000-12	CORRESPONDENCE BETWEEN TAX UNIT-TAXPAYERS	2 YEARS
3000-05-b	DELINQUENT ROLL IF PAYMENT NOT ON TAX ROLL	REAL PROPERTY ROLLS - 20 YEARS: PERSONAL PROPERTY ROLLS - 10 YEARS
3000-05-a	DELINQUENT TAX ROLLS, IF PAYMENT ON REGISTER	AV AFTER PREPARATION OF CUMULATIVE TAX ROLL FOR THE FOLLOWING TAX YEAR
3000-06	ERRORS OF ASSESSMENT LIST	DESTROY AT OPTION
1025-30-a1	GENERAL LEDGER FOR AUDITED YEARS	FE + 5 YEARS
3000-05-c	LIST OF DELINQUENT OR INSOLVENT TAXPAYER	DESTROY AT OPTION
1000-31	LITIGATION CASE FILES	AV AFTER FINAL DISPOSITION OF THE CASE
3000-11-a1	MONTHLY RPTS OF COLLECTION/DELINQUENT/PROP VALUES	FE+ 3 YEARS
3000-19-a	NOTICES OF SALE, PERTINENT CORR ON FORECLOSURE	AV FROM, AS APPLICABLE: 1 DT OF SALE, 2 DT OF RESALE IF PROP PURCHASED BY TAXING UNIT, 3 DT OF FINAL COURT JUDGEMENT IF NO SALE ORDERED, 4 FROM DT OF DISMISSAL IF SUIT DISMISSED ON MOTION OR PLAINTIFF
2975-07-a1	ONE TIME APPROVED APP FOR EXEMPT OR SPEC APPRAISAL	US OR UNTIL ENTITLEMENT ENDS + 10 YEARS
3000-07	PAY OPTIONS/POSTPONEMENT, REQUESTS FROM TAXPAYERS	AV
3000-02-b	PRELIMINARY APPRAISAL ROLLS	AV
3000-18-c	PRELIMINARY/DRAFT TAX ROLLS	AV AFTER APPROVAL OF FINAL ROLL BY GOVERNING BODY
2975-12	PROPERTY OWNERS ALPHA INDEX	US
2975-02-a	PROPERTY RECORD CARDS (APPRAISAL DISTRICTS)	US
2975-13	PROPERTY TRANSFER DOCS	AV AFTER CERTIFICATION
3000-19	PURCHASER(S) OF TAXING UNIT AT RESALE	PERMANENT
3000-10-b	REQUEST FOR TAX CERTIFICATES	AV
1000-26-c	ROUTINE ADMIN FILES, MEMOS, NOTES	AV
3000-09-a	TAX BILLS OR STATEMENTS	AV
3000-09-b	TAX BILLS OR STATEMENTS RETURNED BY POST OFFICE OR OTHER MAIL DELIVERY SERVICE.	5 YEARS

ABBREVIATIONS	
AV - AS LONG AS ADMINISTRATIVELY VALUABLE	LA - LIFE OF ASSET
FE - FISCAL YEAR END	US - UNTIL SUPERCEDED

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ITEM #	RECORD SERIES TITLE	RETENTION
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**DEPARTMENT : TAX DEPT**

3000-10-a	TAX CERTIFICATES	2 YEARS
3000-15	TAX RATE CALCULATION WORKSHEETS/NOTICES	3 YEARS
3000-16	TAX RECEIPTS; COPIES/STUBS OF RECEIPTS	FE + 3 YEARS
3000-17	TAX REFUND APPLICATIONS	FE + 3 YEARS
3000-18	TAX ROLLS (Special years 80-83)	PERMANENT
3000-18	TAX ROLLS OF PERSONAL PROPERTY	PERSONAL PROPERTY ROLLS - 10 YEARS, SUBJECT TO THE EXCEPTIONS NOTED IN THE APPENDIX ON PAGE 25
3000-18	TAX ROLLS OF REAL PROPERTY	REAL PROPERTY ROLLS - 20 YEARS, SUBJECT TO THE EXCEPTIONS NOTED IN THE APPENDIX ON PAGE 25
3000-19-b	TAX SALE RECORDS LISTING PROP SOLD AND PURCHASER	PERMANENT
1025-31-a	TRANSACTIONS SUMMARY DAILY	30 DAYS
3000-19-a	WARRANTS, PETITIONS, SURETY BONDS	AV FROM, AS APPLICABLE: 1 DT OF SALE, 2 DT OF RESALE IF PROP PURCHASED BY TAXING UNIT, 3 DT OF FINAL COURT JUDGEMENT IF NO SALE ORDERED, 4 FROM DT OF DISMISSAL IF SUIT DISMISSED ON MOTION OR PLAINTIFF

ABBREVIATIONS	
AV -- AS LONG AS ADMINISTRATIVELY VALUABLE	LA -- LIFE OF ASSET
FE -- FISCAL YEAR END	US -- UNTIL SUPERCEDED

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ADMINISTRATIVE CORRESPONDENCE (CHIEF APPRAISER) 90/91	1000-26-a	APPRAISAL/MAP	R-1060	1992	5	1997	
ANNUAL FINANCIAL REPORT 89/90	1025-07-b	ADMINISTRATION	R-1029	1990	100	PERMANENT	
APPRAISAL DISTRICT REPORT OF TAX VALUE PROTEST 1983	2950-02	APPRAISAL/MAP	R-1155	1984	100	PERMANENT	
APPRAISAL LOG ROLLS (BISD) 1992	3000-02-a	APPRAISAL/MAP	R-1027	1993	3	1996	
APPRAISAL LOG ROLLS (BISD) 92/93	3000-02-a	APPRAISAL/MAP	R-1028	1994	3	1997	
APPRAISAL LOG ROLLS (JISD) 92/93	3000-02-a	APPRAISAL/MAP	R-1026	1994	3	1997	
APPRAISAL LOG ROLLS (KISD) 92/93	3000-02-a	APPRAISAL/MAP	R-1028	1994	3	1997	
APPRAISAL ROLLS (BISD-2 BOOKS) 1992	3000-02-a	TAX DEPT	R-1189	1993	3	1996	
APPRAISAL ROLLS (BLISD-1 BOOK) 1992	3000-02-a	TAX DEPT	R-1188	1993	3	1996	
APPRAISAL ROLLS (JCAD) 1986	2975-06-a	APPRAISAL/MAP	R-1073	1987	100	PERMANENT	
APPRAISAL ROLLS (JCAD) 1987	2975-06-a	APPRAISAL/MAP	R-1055	1988	100	PERMANENT	
APPRAISAL ROLLS (JCAD) 1987	2975-06-a	APPRAISAL/MAP	R-1072	1988	100	PERMANENT	
APPRAISAL ROLLS (JISD) 1988	2975-06-a	APPRAISAL/MAP	R-1086	1989	100	PERMANENT	
APPRAISAL ROLLS (KISD-2 BOOKS) 1992	3000-02-a	TAX DEPT	R-1188	1993	3	1996	
APPRAISAL ROLLS, CERTIFIED (JISD) 1993	3000-02-a	TAX DEPT	R-1159	1994	3	1997	
APPRAISAL ROLLS, CERTIFIED (KISD, EISD, JISD) 1993	3000-02-a	TAX DEPT	R-1193	1994	3	1997	
AUDIT REPORTS (JCED) 91-95	1025-01-a	ADMINISTRATION	R-1211	1995	100	PERMANENT	
AUDIT REPORTS-JCAD GENERAL PURPOSE 82-94	1025-01-a	ADMINISTRATION	R-1211	1995	100	PERMANENT	
AUDIT REPORTS-JCAD RETIREMENT PLAN 1991	1025-01-a	ADMINISTRATION	R-1211	1992	100	PERMANENT	
AUDIT REPORTS-JCAD RETIREMENT PLAN 93/94	1025-01-a	ADMINISTRATION	R-1211	1995	100	PERMANENT	
BACK-UP SHEETS (BISD) 1991	1025-28	TAX DEPT	R-1161	1992	5	1997	
BACK-UP SHEETS (RCMUD) 1990	1025-28	TAX DEPT	R-1075	1991	5	1996	
BANK BATCH REPORTS 91/92	1025-28	ADMINISTRATION	R-1015	1993	5	1998	
BANK STATEMENTS 1990	1025-28	ADMINISTRATION	R-1037	1991	5	1996	
BANK STATEMENTS/CANCELLED CHECKS (JISD) 92/93	1025-28	ADMINISTRATION	R-1085	1993	5	1998	
BANK STATEMENTS/CANCELLED CHECKS 91/92	1025-28	ADMINISTRATION	R-1014	1993	5	1998	
BATCH DEPOSIT SLIPS (JISD) 1991	1025-28	TAX DEPT	R-1082	1992	5	2001	
BATCH DEPOSIT SLIPS (JISD) 1991	1025-28	TAX DEPT	R-1161	1992	5	1997	

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BATCH DEPOSIT SLIPS (JISD) 1991	1025-28	TAX DEPT	R-1162	1992	5	1997	
BATCH DEPOSITS/PAYMENTS (JCAD) 93-95 (MAR-MAR)	1025-28	ADMINISTRATION	R-1196	1996	5	2001	
BIDS 89-92	1075-01-a	ADMINISTRATION	R-1186	1993	3	1996	
BUDGETS 81-94	1025-04-a	ADMINISTRATION	R-1211	1995	100	PERMANENT	
CERTIFIED APPRAISAL ROLL (BISD) 1993	3000-02-a	TAX DEPT	R-1220	1994	3	1997	
CERTIFIED APPRAISAL ROLL (BLISD) 1993	3000-02-a	TAX DEPT	R-1220	1994	3	1997	
CERTIFIED APPRAISAL ROLL (EISD) 1992	3000-02-a	TAX DEPT	R-1189	1993	3	1996	
CERTIFIED APPRAISAL ROLL (EISD) 1993	3000-02-a	TAX DEPT	R-1220	1994	3	1997	
CERTIFIED APPRAISAL ROLL (JCAD) (BOOK 1 OF 9) 1988	2975-06-a	APPRAISAL/MAP	R-1156	1989	100	PERMANENT	
CERTIFIED APPRAISAL ROLL (JCAD) (BOOK 2 OF 9) 1988	2975-06-a	APPRAISAL/MAP	R-1156	1989	100	PERMANENT	
CERTIFIED APPRAISAL ROLL (JCAD) (BOOK 3 OF 9) 1988	2975-06-a	APPRAISAL/MAP	R-1156	1989	100	PERMANENT	
CERTIFIED APPRAISAL ROLL (JCAD) (BOOK 4 OF 9) 1988	2975-06-a	APPRAISAL/MAP	R-1157	1989	100	PERMANENT	
CERTIFIED APPRAISAL ROLL (JCAD) (BOOK 5 OF 9) 1988	2975-06-a	APPRAISAL/MAP	R-1157	1989	100	PERMANENT	
CERTIFIED APPRAISAL ROLL (JCAD) (BOOK 6 OF 9) 1988	2975-06-a	APPRAISAL/MAP	R-1157	1989	100	PERMANENT	
CERTIFIED APPRAISAL ROLL (JCAD) (BOOK 7 OF 9) 1988	2975-06-a	APPRAISAL/MAP	R-1158	1989	100	PERMANENT	
CERTIFIED APPRAISAL ROLL (JCAD) (BOOK 8 OF 9) 1988	2975-06-a	APPRAISAL/MAP	R-1158	1989	100	PERMANENT	
CERTIFIED APPRAISAL ROLL (JCAD) (BOOK 9 OF 9) 1988	2975-06-a	APPRAISAL/MAP	R-1158	1989	100	PERMANENT	
CERTIFIED APPRAISAL ROLL (JCAD) 1990	2975-06-a	APPRAISAL/MAP	R-1086	1991	100	PERMANENT	
CERTIFIED APPRAISAL ROLL (JCAD) 1990	2975-06-a	APPRAISAL/MAP	R-1148	1991	100	PERMANENT	
CERTIFIED APPRAISAL ROLL (JISD) 1984	2975-06-a	APPRAISAL/MAP	R-1086	1985	100	PERMANENT	
CERTIFIED APPRAISAL ROLL (JISD) 1984	2975-06-a	APPRAISAL/MAP	R-1146	1985	100	PERMANENT	
CERTIFIED APPRAISAL ROLL (JISD) 1985	2975-06-a	APPRAISAL/MAP	R-1033	1986	100	PERMANENT	
CERTIFIED APPRAISAL ROLL (JISD) 1988	2975-06-a	APPRAISAL/MAP	R-1029	1989	100	PERMANENT	
CERTIFIED APPRAISAL ROLL (JISD) 1988	2975-06-a	APPRAISAL/MAP	R-1086	1989	100	PERMANENT	
CERTIFIED APPRAISAL ROLL (JISD) 1988	2975-06-a	APPRAISAL/MAP	R-1146	1989	100	PERMANENT	
CERTIFIED APPRAISAL ROLL (JISD) 1990	2975-06-a	APPRAISAL/MAP	R-1149	1991	100	PERMANENT	
CERTIFIED APPRAISAL ROLL (JISD-2 BOOKS) 1993	3000-02-a	TAX DEPT	R-1221	1994	3	1997	
CERTIFIED APPRAISAL ROLL (JISD-3 BOOKS) 1992	3000-02-a	TAX DEPT	R-1222	1993	3	1996	

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CERTIFIED APPRAISAL ROLL (KISD) 1993	3000-02-a	TAX DEPT	R-1190	1994	3	1997	
CERTIFIED APPRAISAL ROLL (RCMUD) 1992	3000-02-a	TAX DEPT	R-1191	1993	3	1996	
CERTIFIED APPRAISAL ROLL (RCMUD) 1993	3000-02-a	TAX DEPT	R-1190	1994	3	1997	
CURRENT/DELINQUENT TAXES, PENALTIES REPORT (JISD) 50-70	3000-11-a3	TAX DEPT	R-1195	1971	100	PERMANENT	
CURRENT/DELINQUENT TAXES, PENALTIES REPORT (JISD) 70-81	3000-11-a3	TAX DEPT	R-1004	1982	100	PERMANENT	
DELINQUENT TAX COLLECTION REPORT (BISD) 1994	3000-11-a3	TAX DEPT	R-1218	1995	100	PERMANENT	
DELINQUENT TAX COLLECTION REPORT (BISD) 91/92 (OCT-AUG)	3000-11-a3	TAX DEPT	R-1219	1993	100	PERMANENT	
DELINQUENT TAX COLLECTION REPORT (BISD) 91/92 (OCT-AUG)	3000-11-a3	TAX DEPT	R-1219	1993	100	PERMANENT	
DELINQUENT TAX COLLECTION REPORT (EISD) 1994	3000-11-a3	TAX DEPT	R-1218	1995	100	PERMANENT	
DELINQUENT TAX COLLECTION REPORT (JCAD) 91/92	3000-11-a3	TAX DEPT	R-1219	1993	100	PERMANENT	
DELINQUENT TAX COLLECTION REPORT (JISD) 1994	3000-11-a3	TAX DEPT	R-1217	1995	100	PERMANENT	
DELINQUENT TAX COLLECTION REPORT (KISD) 1994	3000-11-a3	TAX DEPT	R-1217	1995	100	PERMANENT	
DELINQUENT TAX COLLECTION REPORT 1988	3000-11-a3	TAX DEPT	R-1206	1989	100	PERMANENT	
DEPOSIT BACK-UP SHEETS 90-92	1025-28	TAX DEPT	R-1207	1992	5	1997	
DEPOSIT SLIPS (BLISD) 1991	1025-28	TAX DEPT	R-1085	1992	5	1998	
DEPOSIT SLIPS 89-91	1025-28	TAX DEPT	R-1144	1991	5	1996	
DEPOSIT SLIPS 90-92	1025-28	TAX DEPT	R-1082	1992	5	2004 1997	
DEPOSIT SLIPS 90-92	1025-28	TAX DEPT	R-1092	1992	5	1997	
DEPOSIT SLIPS 92-94 (JAN 93-JAN 94)	1025-28	TAX DEPT	R-1090	1994	5	1999	
DEPOSITS (BUNA BRANCH) 1990	1025-28	TAX DEPT	R-1074	1991	5	1996	
DUPLICATE TAX ROLL (BLISD) 1994	1000-26-c	TAX DEPT	R-1143	1995	1	1996	
EMPLOYEE PERSONNEL FOLDERS (JCAD) 1984	1050-12	ADMINISTRATION	R-1164	1984	100	PERMANENT	
END-OF-MONTH COLLECTIONS 88/89 (OCT-SEP)	3000-11-a3	TAX DEPT	R-1012	1990	100	PERMANENT	
END-OF-MONTH COLLECTIONS 89/90 (SEP-SEP)	3000-11-a3	TAX DEPT	R-1152	1991	100	PERMANENT	
END-OF-MONTH COLLECTIONS 90/91 (OCT-AUG)	3000-11-a3	TAX DEPT	R-1005	1992	100	PERMANENT	
GED BOOKS (BLISD) 1988	2975-06-a	APPRAISAL/MAP	R-1197	1989	100	PERMANENT	
GED BOOKS 1 & 2 1989	2975-06-a	APPRAISAL/MAP	R-1013	1990	100	PERMANENT	
GED BOOKS 1 & 2 1990	2975-06-a	APPRAISAL/MAP	R-1013	1991	100	PERMANENT	
GENERAL LEDGER (JCAD) 1990	1025-30-a1	TAX DEPT	R-1172	1991	5	1996	



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GENERAL LEDGER (JCAD) 1990	1025-30-a1	TAX DEPT	R-1172	1991	5	1996	
GENERAL LEDGER (JCAD) 1991	1025-30-a1	TAX DEPT	R-1174	1992	5	1997	
GENERAL LEDGER (JCAD) 1992	1025-30-a1	TAX DEPT	R-1173	1993	5	1998	
GEO DQ TAX ROLL 1989	2975-06-a	APPRAISAL/MAP	R-1077	1990	100	PERMANENT	
HEARING RECORDS-ARB (1-101) 1983	2950-02	ADMINISTRATION	R-1096	1983	100	PERMANENT	
HEARING RECORDS-ARB (1-38) 1992	2950-02	ADMINISTRATION	R-1110	1992	100	PERMANENT	
HEARING RECORDS-ARB (1-57) 1988	2950-02	ADMINISTRATION	R-1123	1988	100	PERMANENT	
HEARING RECORDS-ARB (1-62) 1985	2950-02	ADMINISTRATION	R-1103	1985	100	PERMANENT	
HEARING RECORDS-ARB (1-66) 1984	2950-02	ADMINISTRATION	R-1101	1984	100	PERMANENT	
HEARING RECORDS-ARB (1-72) 1993	2950-02	ADMINISTRATION	R-1113	1993	100	PERMANENT	
HEARING RECORDS-ARB (1-76) 1986	2950-02	ADMINISTRATION	R-1120	1986	100	PERMANENT	
HEARING RECORDS-ARB (1-78) 1990	2950-02	ADMINISTRATION	R-1105	1990	100	PERMANENT	
HEARING RECORDS-ARB (1-80) 1989	2950-02	ADMINISTRATION	R-1126	1989	100	PERMANENT	
HEARING RECORDS-ARB (1-84) 1987	2950-02	ADMINISTRATION	R-1121	1987	100	PERMANENT	
HEARING RECORDS-ARB (102-235) 1983	2950-02	ADMINISTRATION	R-1097	1983	100	PERMANENT	
HEARING RECORDS-ARB (105-152) 1988	2950-02	ADMINISTRATION	R-1125	1988	100	PERMANENT	
HEARING RECORDS-ARB (121-187) 1990	2950-02	ADMINISTRATION	R-1107	1990	100	PERMANENT	
HEARING RECORDS-ARB (150-207) 1989	2950-02	ADMINISTRATION	R-1104	1989	100	PERMANENT	
HEARING RECORDS-ARB (2-51) 1991	2950-02	ADMINISTRATION	R-1108	1991	100	PERMANENT	
HEARING RECORDS-ARB (236-325) 1983	2950-02	ADMINISTRATION	R-1098	1983	100	PERMANENT	
HEARING RECORDS-ARB (326-440) 1983	2950-02	ADMINISTRATION	R-1099	1983	100	PERMANENT	
HEARING RECORDS-ARB (39-88) 1992	2950-02	ADMINISTRATION	R-1111	1992	100	PERMANENT	
HEARING RECORDS-ARB (441-456) 1983	2950-02	ADMINISTRATION	R-1100	1983	100	PERMANENT	
HEARING RECORDS-ARB (52-85) 1991	2950-02	ADMINISTRATION	R-1109	1991	100	PERMANENT	
HEARING RECORDS-ARB (58-104) 1988	2950-02	ADMINISTRATION	R-1124	1988	100	PERMANENT	
HEARING RECORDS-ARB (67-79 & MISC) 1984	2950-02	ADMINISTRATION	R-1102	1984	100	PERMANENT	
HEARING RECORDS-ARB (75-98) 1993	2950-02	ADMINISTRATION	R-1114	1993	100	PERMANENT	
HEARING RECORDS-ARB (79-120) 1990	2950-02	ADMINISTRATION	R-1106	1990	100	PERMANENT	
HEARING RECORDS-ARB (81-149) 1989	2950-02	ADMINISTRATION	R-1127	1989	100	PERMANENT	

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HEARING RECORDS-ARB (85-114) 1987	2950-02	ADMINISTRATION	R-1122	1987	100		PERMANENT
HEARING RECORDS-ARB (90-132) 1992	2950-02	ADMINISTRATION	R-1112	1992	100		PERMANENT
HEARING RECORDS-ARB (ALPHA REFERENCE) 1983	2950-02	ADMINISTRATION	R-1100	1983	100		PERMANENT
HEARING RECORDS-ARB (ALPHA REFERENCE) 1984	2950-02	ADMINISTRATION	R-1102	1984	100		PERMANENT
HEARING RECORDS-ARB (ALPHA REFERENCE) 1985	2950-02	ADMINISTRATION	R-1103	1985	100		PERMANENT
HEARING RECORDS-ARB (ALPHA REFERENCE) 1986	2950-02	ADMINISTRATION	R-1120	1986	100		PERMANENT
HEARING RECORDS-ARB (ALPHA REFERENCE) 1987	2950-02	ADMINISTRATION	R-1122	1987	100		PERMANENT
HEARING RECORDS-ARB (ALPHA REFERENCE) 1988	2950-02	ADMINISTRATION	R-1124	1988	100		PERMANENT
HEARING RECORDS-ARB (ALPHA REFERENCE) 1989	2950-02	ADMINISTRATION	R-1104	1989	100		PERMANENT
HEARING RECORDS-ARB (ALPHA REFERENCE) 1990	2950-02	ADMINISTRATION	R-1107	1990	100		PERMANENT
HEARING RECORDS-ARB (ALPHA REFERENCE) 1991	2950-02	ADMINISTRATION	R-1109	1991	100		PERMANENT
HEARING RECORDS-ARB (ALPHA REFERENCE) 1992	2950-02	ADMINISTRATION	R-1112	1992	100		PERMANENT
HEARING RECORDS-ARB (ALPHA REFERENCE) 1993	2950-02	ADMINISTRATION	R-1114	1993	100		PERMANENT
HEARING RECORDS-ARB (TAPES 1-100) 1983	2950-02	ADMINISTRATION	R-1100	1983	100		PERMANENT
HEARING RECORDS-ARB 1982	2950-02	APPRAISAL/MAP	R-1079	1983	100		PERMANENT
HEARING RECORDS-ARB 1982	2950-02	APPRAISAL/MAP	R-1087	1983	100		PERMANENT
HEARING RECORDS-ARB 1982	2950-02	APPRAISAL/MAP	R-1160	1983	100		PERMANENT
HEARING RECORDS-ARB 1986	2950-02	ADMINISTRATION	R-1033	1987	100		PERMANENT
INTERNAL REVENUE SERVICE RECORDS 92-94	1050-53-b	ADMINISTRATION	R-1214	1995	4	1999	
INVOICES & SUPPORTING DOCUMENTS 1992	1025-26	ADMINISTRATION	R-1212	1993	3	1996	
INVOICES & SUPPORTING DOCUMENTS 1992	1025-26	ADMINISTRATION	R-1213	1993	3	1996	
INVOICES & SUPPORTING DOCUMENTS 1993	1025-26	ADMINISTRATION	R-1198	1994	3	1997	
INVOICES & SUPPORTING DOCUMENTS 1993	1025-26	ADMINISTRATION	R-1199	1994	3	1997	
INVOICES & SUPPORTING DOCUMENTS 1994	1025-26	ADMINISTRATION	R-1215	1995	3	1998	
INVOICES & SUPPORTING DOCUMENTS 1994	1025-26	ADMINISTRATION	R-1216	1995	3	1998	
JOURNALS 87-90	1025-30-c	ADMINISTRATION	R-1056	1991	5	1996	
NOTICES OF APPRAISED VALUE (JCAD) 1995	2975-11	APPRAISAL/MAP	R-1007	1996	1	1997	
NOTICES OF APPRAISED VALUE (JCAD) 1995	2975-11	APPRAISAL/MAP	R-1008	1996	1	1997	
PAYROLL REGISTER (JCAD) 1991	1050-52-b	ADMINISTRATION	R-1175	1991	100		PERMANENT

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PERSONAL PROPERTY REFERENCE FILES (90000-13510 THRU 90000-16208) 83-90	2975-02-a	APPRAISAL/MAP	R-1047	1991	100	PERMANENT	
PERSONAL PROPERTY REFERENCE FILES (90000-16209 THRU 90000-19950) 83-90	2975-02-a	APPRAISAL/MAP	R-1048	1991	100	PERMANENT	
PERSONAL PROPERTY REFERENCE FILES (90000-19985 THRU 90000-22720) 83-90	2975-02-a	APPRAISAL/MAP	R-1049	1991	100	PERMANENT	
PERSONAL PROPERTY REFERENCE FILES (90000-22725 THRU 90000-25910) 83-90	2975-02-a	APPRAISAL/MAP	R-1050	1991	100	PERMANENT	
PERSONAL PROPERTY REFERENCE FILES (90000-2305 THRU 90000-4780) 83-90	2975-02-a	APPRAISAL/MAP	R-1043	1991	100	PERMANENT	
PERSONAL PROPERTY REFERENCE FILES (90000-25915 THRU 90000-29435) 83-90	2975-02-a	APPRAISAL/MAP	R-1051	1991	100	PERMANENT	
PERSONAL PROPERTY REFERENCE FILES (90000-29440 THRU 90000-39000) 83-90	2975-02-a	APPRAISAL/MAP	R-1052	1991	100	PERMANENT	
PERSONAL PROPERTY REFERENCE FILES (90000-4800 THRU 90000-7464) 83-90	2975-02-a	APPRAISAL/MAP	R-1044	1991	100	PERMANENT	
PERSONAL PROPERTY REFERENCE FILES (90000-7465 THRU 90000-9100) 83-90	2975-02-a	APPRAISAL/MAP	R-1045	1991	100	PERMANENT	
PERSONAL PROPERTY REFERENCE FILES (90000-9110 THRU 90000-13500) 83-90	2975-02-a	APPRAISAL/MAP	R-1046	1991	100	PERMANENT	
PERSONAL PROPERTY REFERENCE FILES (900090-90 THRU 2003) 83-90	2975-02-a	APPRAISAL/MAP	R-1042	1991	100	PERMANENT	
PERSONNEL FILES (MIXED ALPHA) 83-91	1050-12	ADMINISTRATION	R-1039	1992	100	PERMANENT	
PMSC DATA TAPE 1995	1000-26-b	ADMINISTRATION	R-1028	1995	2	1997	
RENDITIONS 1990	2975-16-b	APPRAISAL/MAP	R-1184	1991	5	1996	
RENDITIONS 1990	2975-16-b	APPRAISAL/MAP	R-1185	1991	5	1996	
RENDITIONS 1991	2975-16-b	APPRAISAL/MAP	R-1182	1992	5	1997	
RENDITIONS 1991	2975-16-b	APPRAISAL/MAP	R-1183	1992	5	1997	
RENDITIONS 1992	2975-16-b	APPRAISAL/MAP	R-1181	1993	5	1998	
RENDITIONS 1993	2975-16-b	APPRAISAL/MAP	R-1180	1994	5	1999	
RENDITIONS 1994	2975-16-b	APPRAISAL/MAP	R-1178	1995	5	2000	
RENDITIONS 93/94	2975-16-b	APPRAISAL/MAP	R-1179	1995	5	2000	
RETURNED DELINQUENT TAX NOTICES (RCMUD) 1991	3000-09-b	TAX DEPT	R-1161	1992	5	1997	
RETURNED DELINQUENT TAX NOTICES (RCMUD) 1992	3000-09-b	TAX DEPT	R-1076	1993	5	1998	
RETURNED DELINQUENT TAX NOTICES 1990	3000-09-b	TAX DEPT	R-1059	1991	5	1996	
RETURNED DELINQUENT TAX NOTICES 1991	3000-09-b	TAX DEPT	R-1088	1992	5	1997	
RETURNED DELINQUENT TAX NOTICES 1991	3000-09-b	TAX DEPT	R-1091	1992	5	1997	
RETURNED DELINQUENT TAX NOTICES 1991	3000-09-b	TAX DEPT	R-1092	1992	5	1997	
RETURNED DELINQUENT TAX NOTICES 1992	3000-09-b	TAX DEPT	R-1038	1993	5	1998	

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RETURNED DELINQUENT TAX NOTICES 1993	3000-09-b	TAX DEPT	R-1065	1994	5	1999	
RETURNED DELINQUENT TAX NOTICES 1993	3000-09-b	TAX DEPT	R-1210	1994	5	1999	
RETURNED TAX NOTICES (RCMUD) 1995	3000-09-b	TAX DEPT	R-1082	1996	5	2001	
SUPPORTING DOCUMENTATION FOR APPRAISAL ROLLS 93-95	2975-14	ADMINISTRATION	R-1177	1996	5	2001	
TAX COLLECTION REPORT (JISD) 28-50 (AUG-FEB)	3000-11-a3	TAX DEPT	R-1077	1951	100	PERMANENT	
TAX COLLECTION REPORT (JISD) 48-62 (NOV-AUG)	3000-11-a3	TAX DEPT	R-1145	1963	100	PERMANENT	
TAX COLLECTION REPORT (JISD) 62-71 (SEP-MAY)	3000-11-a3	TAX DEPT	R-1029	1972	100	PERMANENT	
TAX COLLECTION REPORT (JISD) 71-80 (JUN-AUG)	3000-11-a3	TAX DEPT	R-1039	1981	100	PERMANENT	
TAX COLLECTION REPORT, MONTHLY (BLISD) 91/92	3000-11-a3	TAX DEPT	R-1170	1993	100	PERMANENT	
TAX COLLECTION REPORT, MONTHLY (BLISD) 91/92	3000-11-a3	TAX DEPT	R-1170	1993	100	PERMANENT	
TAX COLLECTION REPORT, MONTHLY (EISD) 91/92	3000-11-a3	TAX DEPT	R-1187	1993	100	PERMANENT	
TAX COLLECTION REPORT, MONTHLY (JISD) 91/92	3000-11-a3	TAX DEPT	R-1187	1993	100	PERMANENT	
TAX COLLECTION REPORT, MONTHLY (KISD) 1992	3000-11-a3	TAX DEPT	R-1187	1993	100	PERMANENT	
TAX COLLECTION REPORT, MONTHLY (KISD) 91/92	3000-11-a3	TAX DEPT	R-1170	1993	100	PERMANENT	
TAX COLLECTION REPORT, MONTHLY 1987	3000-11-a3	TAX DEPT	R-1077	1988	100	PERMANENT	
TAX COLLECTION REPORT, MONTHLY 1989	3000-11-a3	TAX DEPT	R-1206	1990	100	PERMANENT	
TAX COLLECTION REPORT, MONTHLY 1991	3000-11-a3	TAX DEPT	R-1206	1982	100	PERMANENT	
TAX COLLECTION REPORT, MONTHLY 82-86 (NOV-AUG)	3000-11-a3	TAX DEPT	R-1145	1987	100	PERMANENT	
TAX COLLECTION REPORT, MONTHLY 86/87	3000-11-a3	TAX DEPT	R-1206	1988	100	PERMANENT	
TAX COLLECTION REPORT, MONTHLY 88/89	3000-11-a3	TAX DEPT	R-1077	1990	100	PERMANENT	
TAX COLLECTION REPORT, MONTHLY 91/92	3000-11-a3	TAX DEPT	R-1170	1993	100	PERMANENT	
TAX ENTITY FILES (CITIES) 83-95	1000-05	ADMINISTRATION	R-1118	1995	100	PERMANENT	
TAX ENTITY FILES (COUNTY) 83-95	1000-05	ADMINISTRATION	R-1117	1995	100	PERMANENT	
TAX ENTITY FILES (SCHOOLS) 83-95	1000-05	ADMINISTRATION	R-1115	1995	100	PERMANENT	
TAX ENTITY FILES (SCHOOLS) 83-95	1000-05	ADMINISTRATION	R-1116	1995	100	PERMANENT	
TAX ENTITY FILES (SCHOOLS) 83-95	1000-05	ADMINISTRATION	R-1117	1995	100	PERMANENT	
TAX ENTITY FILES (SPECIAL DISTRICTS) 83-95	1000-05	ADMINISTRATION	R-1118	1995	100	PERMANENT	
TAX ENTITY FILES (SPECIAL DISTRICTS) 83-95	1000-05	ADMINISTRATION	R-1119	1995	100	PERMANENT	
TAX ENTITY FILES (SPECIAL DISTRICTS) 83-95	1000-05	ADMINISTRATION	R-1176	1995	100	PERMANENT	

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TAX RECEIPTS (1992 AUDIT COPY) 1992	3000-16	TAX DEPT	R-1208	1993	3	1996	
TAX RECEIPTS (1992 AUDIT COPY) 1993	3000-16	TAX DEPT	R-1088	1994	3	1997	
TAX RECEIPTS (1993 AUDIT COPY) 1993 (NOV-DEC)	3000-16	TAX DEPT	R-1088	1994	3	1997	
TAX RECEIPTS (1993 AUDIT COPY) 1994 (APR-JUL)	3000-16	TAX DEPT	R-1085	1995	3	1998	
TAX RECEIPTS (1993 AUDIT COPY) 1994 (JAN-MAR)	3000-16	TAX DEPT	R-1063	1995	3	1998	
TAX RECEIPTS (1994 AUDIT COPY) 1994 (OCT-DEC)	3000-16	TAX DEPT	R-1038	1995	3	1998	
TAX RECEIPTS (1994 AUDIT COPY) 1995 (JAN-AUG)	3000-16	TAX DEPT	R-1095	1996	3	1999	
TAX RECEIPTS (1994 AUDIT COPY) 1995 (JAN-MAY)	3000-16	TAX DEPT	R-1089	1996	3	1999	
TAX RECEIPTS (1994 AUDIT COPY) 94/95 (DEC-JAN)	3000-16	TAX DEPT	R-1090	1996	3	1999	
TAX RECEIPTS (1994 AUDIT COPY) 94/95 (SEP-JAN)	3000-16	TAX DEPT	R-1094	1996	3	1999	
TAX RECEIPTS (BISD, JISD, KISD) 1993	3000-16	TAX DEPT	R-1163	1994	3	1997	
TAX RECEIPTS (BISD, KISD, JISD, BLISD, EISD) 1992	3000-16	TAX DEPT	R-1075	1993	3	1996	
TAX RECEIPTS (JISD) 1992	3000-16	TAX DEPT	R-1083	1993	3	1996	
TAX RECEIPTS (JISD, EISD, BLISD, BISD, KISD) 1995	3000-16	TAX DEPT	R-1080	1996	3	1999	
TAX RECEIPTS (JISD, EISD, BLISD, BISD, KISD) 1995	3000-16	TAX DEPT	R-1081	1996	3	1999	
TAX RECEIPTS (RCMUD) 1992	3000-16	TAX DEPT	R-1165	1993	3	1996	
TAX RECEIPTS (RCMUD) 91/92	3000-16	TAX DEPT	R-1078	1993	3	1996	
TAX RECEIPTS 1993	3000-16	TAX DEPT	R-1060	1994	3	1997	
TAX RECEIPTS, AUDIT COPIES, APPRAISAL NOTICES FISCAL YEAR 1992	3000-16	TAX DEPT	R-1194	1993	3	1996	
TAX ROLLS (BISD-BOOK 1) 1993	3000-18	TAX DEPT	R-1136	1994	20	2014	
TAX ROLLS (BLISD) 1986	3000-18	TAX DEPT	R-1147	1987	20	2007	
TAX ROLLS (BLISD) 1987	3000-18	TAX DEPT	R-1154	1988	20	2008	
TAX ROLLS (BLISD) 1990	3000-18	TAX DEPT	R-1032	1991	20	2011	
TAX ROLLS (BLISD-BOOKS 1 & 2) 1992	3000-18	TAX DEPT	R-1134	1993	20	2013	
TAX ROLLS (BLISD-BOOKS 1 & 2) 1993	3000-18	TAX DEPT	R-1135	1994	20	2014	
TAX ROLLS (BLISD-BOOKS 1 & 2) 1994	3000-18	TAX DEPT	R-1133	1995	20	2015	
TAX ROLLS (CITY OF JASPER) 1990	3000-18	TAX DEPT	R-1001	1991	20	2011	
TAX ROLLS (EISD, BISD) 1994	3000-18	TAX DEPT	R-1168	1995	20	2015	
TAX ROLLS (EISD-BOOK 1) 1993	3000-18	TAX DEPT	R-1136	1994	20	2014	

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TAX ROLLS (JCED) 1992	3000-18	TAX DEPT	R-1053	1993	20	2013	
TAX ROLLS (JCED) 1992	3000-18	TAX DEPT	R-1054	1993	20	2013	
TAX ROLLS (JCED) 1992	3000-18	TAX DEPT	R-1061	1993	20	2013	
TAX ROLLS (JCED) 1992	3000-18	TAX DEPT	R-1062	1993	20	2013	
TAX ROLLS (JCED-BOOKS 1 & 2) 1991	3000-18	TAX DEPT	R-1128	1992	20	2012	
TAX ROLLS (JCED-BOOKS 3 & 4) 1991	3000-18	TAX DEPT	R-1129	1992	20	2012	
TAX ROLLS (JCED-BOOKS 5 & 6) 1991	3000-18	TAX DEPT	R-1130	1992	20	2012	
TAX ROLLS (JCED-BOOKS 7 & 8) 1991	3000-18	TAX DEPT	R-1131	1992	20	2012	
TAX ROLLS (JISD) 1975	3000-18	TAX DEPT	R-1144	1976	20	1996	
TAX ROLLS (JISD) 1976	3000-18	TAX DEPT	R-1016	1977	20	1997	
TAX ROLLS (JISD) 1977	3000-18	TAX DEPT	R-1017	1978	20	1998	
TAX ROLLS (JISD) 1978	3000-18	TAX DEPT	R-1018	1979	20	1999	
TAX ROLLS (JISD) 1979	3000-18	TAX DEPT	R-1019	1980	20	2000	
TAX ROLLS (JISD) 1979	3000-18	TAX DEPT	R-1084	1980	20	2000	
TAX ROLLS (JISD) 1980	3000-18	TAX DEPT	R-1020	1981	20	2001	
TAX ROLLS (JISD) 1981	3000-18	TAX DEPT	R-1206	1982	100	PERMANENT	
TAX ROLLS (JISD) 1982	3000-18	TAX DEPT	R-1002	1983	20	2003	
TAX ROLLS (JISD) 1982	3000-18	TAX DEPT	R-1205	1983	100	PERMANENT	
TAX ROLLS (JISD) 1983	3000-18	TAX DEPT	R-1010	1984	20	2004	
TAX ROLLS (JISD) 1983	3000-18	TAX DEPT	R-1035	1984	20	2004	
TAX ROLLS (JISD) 1984	3000-18	TAX DEPT	R-1003	1985	20	2005	
TAX ROLLS (JISD) 1984	3000-18	TAX DEPT	R-1151	1985	20	2005	
TAX ROLLS (JISD) 1985	3000-18	TAX DEPT	R-1006	1986	20	2006	
TAX ROLLS (JISD) 1985	3000-18	TAX DEPT	R-1034	1986	20	2006	
TAX ROLLS (JISD) 1986	3000-18	TAX DEPT	R-1011	1987	20	2007	
TAX ROLLS (JISD) 1986	3000-18	TAX DEPT	R-1147	1987	20	2007	
TAX ROLLS (JISD) 1987	3000-18	TAX DEPT	R-1000	1988	20	2008	
TAX ROLLS (JISD) 1987	3000-18	TAX DEPT	R-1064	1988	20	2008	
TAX ROLLS (JISD) 1987	3000-18	TAX DEPT	R-1203	1988	20	2008	

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TAX ROLLS (JISD) 1988	3000-18	TAX DEPT	R-1036	1989	20	2009	
TAX ROLLS (JISD) 1988	3000-18	TAX DEPT	R-1204	1989	20	2009	
TAX ROLLS (JISD) 1989	3000-18	TAX DEPT	R-1009	1990	20	2010	
TAX ROLLS (JISD) 1989	3000-18	TAX DEPT	R-1066	1990	20	2010	
TAX ROLLS (JISD) 1989	3000-18	TAX DEPT	R-1093	1990	20	2010	
TAX ROLLS (JISD) 1989	3000-18	TAX DEPT	R-1139	1990	20	2010	
TAX ROLLS (JISD) 1989	3000-18	TAX DEPT	R-1139	1990	20	2010	
TAX ROLLS (JISD) 1990	3000-18	TAX DEPT	R-1001	1991	20	2011	
TAX ROLLS (JISD) 1990	3000-18	TAX DEPT	R-1001	1991	20	2011	
TAX ROLLS (JISD) 1990	3000-18	TAX DEPT	R-1067	1991	20	2011	
TAX ROLLS (JISD) 1991	3000-18	TAX DEPT	R-1068	1992	20	2012	
TAX ROLLS (JISD) 1991	3000-18	TAX DEPT	R-1068	1992	20	2012	
TAX ROLLS (JISD) 1991	3000-18	TAX DEPT	R-1069	1992	20	2012	
TAX ROLLS (JISD) 1993	3000-18	TAX DEPT	R-1192	1994	20	2014	
TAX ROLLS (JISD) 1994	3000-18	TAX DEPT	R-1166	1995	20	2015	
TAX ROLLS (JISD, BLISD) 1994	3000-18	TAX DEPT	R-1167	1995	20	2015	
TAX ROLLS (JISD-BOOK 3) 1992	3000-18	TAX DEPT	R-1138	1993	20	2013	
TAX ROLLS (JISD-BOOKS 1 & 2 OF 4) 1993	3000-18	TAX DEPT	R-1140	1994	20	2014	
TAX ROLLS (JISD-BOOKS 1 & 2) 1992	3000-18	TAX DEPT	R-1137	1993	20	2013	
TAX ROLLS (JISD-BOOKS 2 & 3) 1988	3000-18	TAX DEPT	R-1153	1989	20	2009	
TAX ROLLS (JISD-BOOKS 3 & 4 OF 4) 1993	3000-18	TAX DEPT	R-1141	1994	20	2014	
TAX ROLLS (KISD) 1994	3000-18	TAX DEPT	R-1169	1995	20	2015	
TAX ROLLS (KISD-BOOK 1 OF 1) 1993	3000-18	TAX DEPT	R-1142	1994	20	2014	
TAX ROLLS (RCMUD) 1988	3000-18	TAX DEPT	R-1036	1989	20	2009	
TAX ROLLS (RCMUD) 1990	3000-18	TAX DEPT	R-1150	1991	20	2011	
TAX ROLLS (RCMUD) 1991	3000-18	TAX DEPT	R-1171	1992	20	2012	
TAX ROLLS 1990	3000-18	TAX DEPT	R-1032	1991	20	2011	
TAX ROLLS 1992	3000-18	TAX DEPT	R-1132	1993	20	2013	
TAX STATEMENTS (BISD) 1995	3000-09-a	TAX DEPT	R-1025	1996	1	1997	

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TAX STATEMENTS (BLISD) 1995	3000-09-a	TAX DEPT	R-1040	1996	1	1997	
TAX STATEMENTS (BLISD) 1995	3000-09-a	TAX DEPT	R-1041	1996	1	1997	
TAX STATEMENTS (JCAD) 1994	3000-09-a	TAX DEPT	R-1027	1995	1	1996	
TAX STATEMENTS (JCAD) 1994	3000-09-a	TAX DEPT	R-1030	1995	1	1996	
TAX STATEMENTS (JCAD) 1994	3000-09-a	TAX DEPT	R-1031	1995	1	1996	
TAX STATEMENTS (JISD, BISD, KISD) 1995	3000-09-a	TAX DEPT	R-1024	1996	1	1997	
TAX STATEMENTS (RCMUD) 1995	3000-09-a	TAX DEPT	R-1041	1996	1	1997	
TAX STATEMENTS 1994	3000-09-a	TAX DEPT	R-1037	1995	1	1996	
TAX STATEMENTS 1994	3000-09-a	TAX DEPT	R-1056	1995	1	1996	
TAX STATEMENTS 1994	3000-09-a	TAX DEPT	R-1057	1995	1	1996	
TAX STATEMENTS 1994	3000-09-a	TAX DEPT	R-1058	1995	1	1996	
TAX STATEMENTS 1994	3000-09-a	TAX DEPT	R-1059	1995	1	1996	
TAX STATEMENTS/NOTICES (JISD, BISD, KISD) 1995	3000-09-a	TAX DEPT	R-1023	1996	1	1997	
TAX TRANSACTIONS, DAILY (JCAD) 89/90 (OCT-SEP)	3000-11-a3	TAX DEPT	R-1071	1991	100	PERMANENT	
TAX TRANSACTIONS, DAILY (JCAD) 90/91 (OCT-SEP)	3000-11-a3	TAX DEPT	R-1070	1992	100	PERMANENT	
VEHICLE LISTS 94/95	2975-14	APPRAISAL/MAP	R-1209	1996	5	2001	



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<b>DEPARTMENT : TAX DEPT</b>						
APPRAISAL ROLLS (BISD-2 BOOKS) 1992	3000-02-a	R-1189	1993	3	1996	
APPRAISAL ROLLS (BLISD-1 BOOK) 1992	3000-02-a	R-1188	1993	3	1996	
APPRAISAL ROLLS (KISD-2 BOOKS) 1992	3000-02-a	R-1188	1993	3	1996	
APPRAISAL ROLLS, CERTIFIED (JISD) 1993	3000-02-a	R-1159	1994	3	1997	
APPRAISAL ROLLS, CERTIFIED (KISD, EISD, JISD) 1993	3000-02-a	R-1193	1994	3	1997	
BACK-UP SHEETS (BISD) 1991	1025-28	R-1161	1992	5	1997	
BACK-UP SHEETS (RCMUD) 1990	1025-28	R-1075	1991	5	1996	
BATCH DEPOSIT SLIPS (JISD) 1991	1025-28	R-1082	1992	5	2001	
BATCH DEPOSIT SLIPS (JISD) 1991	1025-28	R-1161	1992	5	1997	
BATCH DEPOSIT SLIPS (JISD) 1991	1025-28	R-1162	1992	5	1997	
CERTIFIED APPRAISAL ROLL (BISD) 1993	3000-02-a	R-1220	1994	3	1997	
CERTIFIED APPRAISAL ROLL (BLISD) 1993	3000-02-a	R-1220	1994	3	1997	
CERTIFIED APPRAISAL ROLL (EISD) 1992	3000-02-a	R-1189	1993	3	1996	
CERTIFIED APPRAISAL ROLL (EISD) 1993	3000-02-a	R-1220	1994	3	1997	
CERTIFIED APPRAISAL ROLL (JISD-2 BOOKS) 1993	3000-02-a	R-1221	1994	3	1997	
CERTIFIED APPRAISAL ROLL (JISD-3 BOOKS) 1992	3000-02-a	R-1222	1993	3	1996	
CERTIFIED APPRAISAL ROLL (KISD) 1993	3000-02-a	R-1190	1994	3	1997	
CERTIFIED APPRAISAL ROLL (RCMUD) 1992	3000-02-a	R-1191	1993	3	1996	
CERTIFIED APPRAISAL ROLL (RCMUD) 1993	3000-02-a	R-1190	1994	3	1997	
CURRENT/DELINQUENT TAXES, PENALTIES REPORT (JISD) 50-70	3000-11-a3	R-1195	1971	100	PERMANENT	
CURRENT/DELINQUENT TAXES, PENALTIES REPORT (JISD) 70-81	3000-11-a3	R-1004	1982	100	PERMANENT	
DELINQUENT TAX COLLECTION REPORT (BISD) 1994	3000-11-a3	R-1218	1995	100	PERMANENT	
DELINQUENT TAX COLLECTION REPORT (BISD) 91/92 (OCT-AUG)	3000-11-a3	R-1219	1993	100	PERMANENT	
DELINQUENT TAX COLLECTION REPORT (BISD) 91/92 (OCT-AUG)	3000-11-a3	R-1219	1993	100	PERMANENT	

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<b>DEPARTMENT : TAX DEPT</b>						
DELINQUENT TAX COLLECTION REPORT (EISD) 1994	3000-11-a3	R-1218	1995	100		PERMANENT
DELINQUENT TAX COLLECTION REPORT (JCAD) 91/92	3000-11-a3	R-1219	1993	100		PERMANENT
DELINQUENT TAX COLLECTION REPORT (JISD) 1994	3000-11-a3	R-1217	1995	100		PERMANENT
DELINQUENT TAX COLLECTION REPORT (KISD) 1994	3000-11-a3	R-1217	1995	100		PERMANENT
DELINQUENT TAX COLLECTION REPORT 1988	3000-11-a3	R-1206	1989	100		PERMANENT
DEPOSIT BACK-UP SHEETS 90-92	1025-28	R-1207	1992	5		1997
DEPOSIT SLIPS (BLISD) 1991	1025-28	R-1085	1992	5		1998
DEPOSIT SLIPS 89-91	1025-28	R-1144	1991	5		1996
DEPOSIT SLIPS 90-92	1025-28	R-1082	1992	5		2001 1997
DEPOSIT SLIPS 90-92	1025-28	R-1092	1992	5		1997
DEPOSIT SLIPS 92-94 (JAN 93-JAN 94)	1025-28	R-1090	1994	5		1999
DEPOSITS (BUNA BRANCH) 1990	1025-28	R-1074	1991	5		1996
DUPLICATE TAX ROLL (BLISD) 1994	1000-26-c	R-1143	1995	1		1996
END-OF-MONTH COLLECTIONS 88/89 (OCT-SEP)	3000-11-a3	R-1012	1990	100		PERMANENT
END-OF-MONTH COLLECTIONS 89/90 (SEP-SEP)	3000-11-a3	R-1152	1991	100		PERMANENT
END-OF-MONTH COLLECTIONS 90/91 (OCT-AUG)	3000-11-a3	R-1005	1992	100		PERMANENT
GENERAL LEDGER (JCAD) 1990	1025-30-a1	R-1172	1991	5		1996
GENERAL LEDGER (JCAD) 1990	1025-30-a1	R-1172	1991	5		1996
GENERAL LEDGER (JCAD) 1991	1025-30-a1	R-1174	1992	5		1997
GENERAL LEDGER (JCAD) 1992	1025-30-a1	R-1173	1993	5		1998
RETURNED DELINQUENT TAX NOTICES (RCMUD) 1991	3000-09-b	R-1161	1992	5		1997
RETURNED DELINQUENT TAX NOTICES (RCMUD) 1992	3000-09-b	R-1076	1993	5		1998
RETURNED DELINQUENT TAX NOTICES 1990	3000-09-b	R-1059	1991	5		1996
RETURNED DELINQUENT TAX NOTICES 1991	3000-09-b	R-1088	1992	5		1997

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<b>DEPARTMENT : TAX DEPT</b>						
RETURNED DELINQUENT TAX NOTICES 1991	3000-09-b	R-1091	1992	5	1997	
RETURNED DELINQUENT TAX NOTICES 1991	3000-09-b	R-1092	1992	5	1997	
RETURNED DELINQUENT TAX NOTICES 1992	3000-09-b	R-1038	1993	5	1998	
RETURNED DELINQUENT TAX NOTICES 1993	3000-09-b	R-1065	1994	5	1999	✓
RETURNED DELINQUENT TAX NOTICES 1993	3000-09-b	R-1210	1994	5	1999	✓
RETURNED TAX NOTICES (RCMUD) 1995	3000-09-b	R-1082	1996	5	2001	
TAX COLLECTION REPORT (JISD) 28-50 (AUG-FEB)	3000-11-a3	R-1077	1951	100	PERMANENT	
TAX COLLECTION REPORT (JISD) 48-62 (NOV-AUG)	3000-11-a3	R-1145	1963	100	PERMANENT	
TAX COLLECTION REPORT (JISD) 62-71 (SEP-MAY)	3000-11-a3	R-1029	1972	100	PERMANENT	
TAX COLLECTION REPORT (JISD) 71-80 (JUN-AUG)	3000-11-a3	R-1039	1981	100	PERMANENT	
TAX COLLECTION REPORT, MONTHLY (BLISD) 91/92	3000-11-a3	R-1170	1993	100	PERMANENT	
TAX COLLECTION REPORT, MONTHLY (BLISD) 91/92	3000-11-a3	R-1170	1993	100	PERMANENT	
TAX COLLECTION REPORT, MONTHLY (EISD) 91/92	3000-11-a3	R-1187	1993	100	PERMANENT	
TAX COLLECTION REPORT, MONTHLY (JISD) 91/92	3000-11-a3	R-1187	1993	100	PERMANENT	
TAX COLLECTION REPORT, MONTHLY (KISD) 1992	3000-11-a3	R-1187	1993	100	PERMANENT	
TAX COLLECTION REPORT, MONTHLY (KISD) 91/92	3000-11-a3	R-1170	1993	100	PERMANENT	
TAX COLLECTION REPORT, MONTHLY 1987	3000-11-a3	R-1077	1988	100	PERMANENT	
TAX COLLECTION REPORT, MONTHLY 1989	3000-11-a3	R-1206	1990	100	PERMANENT	
TAX COLLECTION REPORT, MONTHLY 1991	3000-11-a3	R-1206	1982	100	PERMANENT	
TAX COLLECTION REPORT, MONTHLY 82-86 (NOV-AUG)	3000-11-a3	R-1145	1987	100	PERMANENT	
TAX COLLECTION REPORT, MONTHLY 86/87	3000-11-a3	R-1206	1988	100	PERMANENT	
TAX COLLECTION REPORT, MONTHLY 88/89	3000-11-a3	R-1077	1990	100	PERMANENT	
TAX COLLECTION REPORT, MONTHLY 91/92	3000-11-a3	R-1170	1993	100	PERMANENT	
TAX RECEIPTS (1992 AUDIT COPY) 1992	3000-16	R-1208	1993	3	1996	

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<b>DEPARTMENT : TAX DEPT</b>						
TAX RECEIPTS (1992 AUDIT COPY) 1993	3000-16	R-1088	1994	3	1997	
TAX RECEIPTS (1993 AUDIT COPY) 1993 (NOV-DEC)	3000-16	R-1088	1994	3	1997	
TAX RECEIPTS (1993 AUDIT COPY) 1994 (APR-JUL)	3000-16	R-1085	1995	3	1998	✓
TAX RECEIPTS (1993 AUDIT COPY) 1994 (JAN-MAR)	3000-16	R-1063	1995	3	1998	
TAX RECEIPTS (1994 AUDIT COPY) 1994 (OCT-DEC)	3000-16	R-1038	1995	3	1998	
TAX RECEIPTS (1994 AUDIT COPY) 1995 (JAN-AUG)	3000-16	R-1095	1996	3	1999	✓
TAX RECEIPTS (1994 AUDIT COPY) 1995 (JAN-MAY)	3000-16	R-1089	1996	3	1999	✓
TAX RECEIPTS (1994 AUDIT COPY) 94/95 (DEC-JAN)	3000-16	R-1090	1996	3	1999	✓
TAX RECEIPTS (1994 AUDIT COPY) 94/95 (SEP-JAN)	3000-16	R-1094	1996	3	1999	✓
TAX RECEIPTS (BISD, JISD, KISD) 1993	3000-16	R-1163	1994	3	1997	
TAX RECEIPTS (BISD, KISD, JISD, BLISD, EISD) 1992	3000-16	R-1075	1993	3	1996	✓
TAX RECEIPTS (JISD) 1992	3000-16	R-1083	1993	3	1996	✓
TAX RECEIPTS (JISD, EISD, BLISD, BISD, KISD) 1995	3000-16	R-1080	1996	3	1999	✓
TAX RECEIPTS (JISD, EISD, BLISD, BISD, KISD) 1995	3000-16	R-1081	1996	3	1999	✓
TAX RECEIPTS (RCMUD) 1992	3000-16	R-1165	1993	3	1996	
TAX RECEIPTS (RCMUD) 91/92	3000-16	R-1078	1993	3	1996	
TAX RECEIPTS 1993	3000-16	R-1060	1994	3	1997	
TAX RECEIPTS, AUDIT COPIES, APPRAISAL NOTICES FISCAL YEAR 1992	3000-16	R-1194	1993	3	1996	
TAX ROLLS (BISD-BOOK 1) 1993	3000-18	R-1136	1994	20	2014	
TAX ROLLS (BLISD) 1986	3000-18	R-1147	1987	20	2007	
TAX ROLLS (BLISD) 1987	3000-18	R-1154	1988	20	2008	
TAX ROLLS (BLISD) 1990	3000-18	R-1032	1991	20	2011	
TAX ROLLS (BLISD-BOOKS 1 & 2) 1992	3000-18	R-1134	1993	20	2013	
TAX ROLLS (BLISD-BOOKS 1 & 2) 1993	3000-18	R-1135	1994	20	2014	

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<b>DEPARTMENT : TAX DEPT</b>						
TAX ROLLS (BLISD-BOOKS 1 & 2) 1994	3000-18	R-1133	1995	20	2015	
TAX ROLLS (CITY OF JASPER) 1990	3000-18	R-1001	1991	20	2011	
TAX ROLLS (EISD, BISD) 1994	3000-18	R-1168	1995	20	2015	
TAX ROLLS (EISD-BOOK 1) 1993	3000-18	R-1136	1994	20	2014	
TAX ROLLS (JCED) 1992	3000-18	R-1053	1993	20	2013	
TAX ROLLS (JCED) 1992	3000-18	R-1054	1993	20	2013	
TAX ROLLS (JCED) 1992	3000-18	R-1061	1993	20	2013	
TAX ROLLS (JCED) 1992	3000-18	R-1062	1993	20	2013	
TAX ROLLS (JCED-BOOKS 1 & 2) 1991	3000-18	R-1128	1992	20	2012	
TAX ROLLS (JCED-BOOKS 3 & 4) 1991	3000-18	R-1129	1992	20	2012	
TAX ROLLS (JCED-BOOKS 5 & 6) 1991	3000-18	R-1130	1992	20	2012	
TAX ROLLS (JCED-BOOKS 7 & 8) 1991	3000-18	R-1131	1992	20	2012	
TAX ROLLS (JISD) 1975	3000-18	R-1144	1976	20	1996	
TAX ROLLS (JISD) 1976	3000-18	R-1016	1977	20	1997	
TAX ROLLS (JISD) 1977	3000-18	R-1017	1978	20	1998	
TAX ROLLS (JISD) 1978	3000-18	R-1018	1979	20	1999	
TAX ROLLS (JISD) 1979	3000-18	R-1019	1980	20	2000	
TAX ROLLS (JISD) 1979	3000-18	R-1084	1980	20	2000	
TAX ROLLS (JISD) 1980	3000-18	R-1020	1981	20	2001	
TAX ROLLS (JISD) 1981	3000-18	R-1206	1982	100	PERMANENT	
TAX ROLLS (JISD) 1982	3000-18	R-1002	1983	20	2003	
TAX ROLLS (JISD) 1982	3000-18	R-1205	1983	100	PERMANENT	
TAX ROLLS (JISD) 1983	3000-18	R-1010	1984	20	2004	
TAX ROLLS (JISD) 1983	3000-18	R-1035	1984	20	2004	
TAX ROLLS (JISD) 1984	3000-18	R-1003	1985	20	2005	

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<b>DEPARTMENT : TAX DEPT</b>						
TAX ROLLS (JISD) 1984	3000-18	R-1151	1985	20	2005	
TAX ROLLS (JISD) 1985	3000-18	R-1006	1986	20	2006	
TAX ROLLS (JISD) 1985	3000-18	R-1034	1986	20	2006	
TAX ROLLS (JISD) 1986	3000-18	R-1011	1987	20	2007	
TAX ROLLS (JISD) 1986	3000-18	R-1147	1987	20	2007	
TAX ROLLS (JISD) 1987	3000-18	R-1000	1988	20	2008	
TAX ROLLS (JISD) 1987	3000-18	R-1064	1988	20	2008	
TAX ROLLS (JISD) 1987	3000-18	R-1203	1988	20	2008	
TAX ROLLS (JISD) 1988	3000-18	R-1036	1989	20	2009	
TAX ROLLS (JISD) 1988	3000-18	R-1204	1989	20	2009	
TAX ROLLS (JISD) 1989	3000-18	R-1009	1990	20	2010	
TAX ROLLS (JISD) 1989	3000-18	R-1066	1990	20	2010	
TAX ROLLS (JISD) 1989	3000-18	R-1093	1990	20	2010	
TAX ROLLS (JISD) 1989	3000-18	R-1139	1990	20	2010	
TAX ROLLS (JISD) 1989	3000-18	R-1139	1990	20	2010	
TAX ROLLS (JISD) 1990	3000-18	R-1001	1991	20	2011	
TAX ROLLS (JISD) 1990	3000-18	R-1001	1991	20	2011	
TAX ROLLS (JISD) 1990	3000-18	R-1067	1991	20	2011	
TAX ROLLS (JISD) 1991	3000-18	R-1068	1992	20	2012	
TAX ROLLS (JISD) 1991	3000-18	R-1068	1992	20	2012	
TAX ROLLS (JISD) 1991	3000-18	R-1069	1992	20	2012	
TAX ROLLS (JISD) 1993	3000-18	R-1192	1994	20	2014	
TAX ROLLS (JISD) 1994	3000-18	R-1166	1995	20	2015	
TAX ROLLS (JISD, BLISD) 1994	3000-18	R-1167	1995	20	2015	
TAX ROLLS (JISD-BOOK 3) 1992	3000-18	R-1138	1993	20	2013	
TAX ROLLS (JISD-BOOKS 1 & 2 OF 4) 1993	3000-18	R-1140	1994	20	2014	
TAX ROLLS (JISD-BOOKS 1 & 2) 1992	3000-18	R-1137	1993	20	2013	

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<b>DEPARTMENT : TAX DEPT</b>						
TAX ROLLS (JISD-BOOKS 2 & 3) 1988	3000-18	R-1153	1989	20	2009	
TAX ROLLS (JISD-BOOKS 3 & 4 OF 4) 1993	3000-18	R-1141	1994	20	2014	
TAX ROLLS (KISD) 1994	3000-18	R-1169	1995	20	2015	
TAX ROLLS (KISD-BOOK 1 OF 1) 1993	3000-18	R-1142	1994	20	2014	
TAX ROLLS (RCMUD) 1988	3000-18	R-1036	1989	20	2009	
TAX ROLLS (RCMUD) 1990	3000-18	R-1150	1991	20	2011	
TAX ROLLS (RCMUD) 1991	3000-18	R-1171	1992	20	2012	
TAX ROLLS 1990	3000-18	R-1032	1991	20	2011	
TAX ROLLS 1992	3000-18	R-1132	1993	20	2013	
TAX STATEMENTS (BISD) 1995	3000-09-a	R-1025	1996	1	1997	
TAX STATEMENTS (BLISD) 1995	3000-09-a	R-1040	1996	1	1997	
TAX STATEMENTS (BLISD) 1995	3000-09-a	R-1041	1996	1	1997	
TAX STATEMENTS (JCAD) 1994	3000-09-a	R-1027	1995	1	1996	
TAX STATEMENTS (JCAD) 1994	3000-09-a	R-1030	1995	1	1996	
TAX STATEMENTS (JCAD) 1994	3000-09-a	R-1031	1995	1	1996	
TAX STATEMENTS (JISD, BISD, KISD) 1995	3000-09-a	R-1024	1996	1	1997	
TAX STATEMENTS (RCMUD) 1995	3000-09-a	R-1041	1996	1	1997	
TAX STATEMENTS 1994	3000-09-a	R-1037	1995	1	1996	
TAX STATEMENTS 1994	3000-09-a	R-1056	1995	1	1996	
TAX STATEMENTS 1994	3000-09-a	R-1057	1995	1	1996	
TAX STATEMENTS 1994	3000-09-a	R-1058	1995	1	1996	
TAX STATEMENTS 1994	3000-09-a	R-1059	1995	1	1996	
TAX STATEMENTS/NOTICES (JISD, BISD, KISD) 1995	3000-09-a	R-1023	1996	1	1997	
TAX TRANSACTIONS, DAILY (JCAD) 89/90 (OCT-SEP)	3000-11-a3	R-1071	1991	100	PERMANENT	
TAX TRANSACTIONS, DAILY (JCAD) 90/91 (OCT-SEP)	3000-11-a3	R-1070	1992	100	PERMANENT	

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<b>DEPARTMENT : APPRAISAL/MAP</b>						
ADMINISTRATIVE CORRESPONDENCE (CHIEF APPRAISER) 90/91	1000-26-a	R-1060	1992	5	1997	
APPRAISAL DISTRICT REPORT OF TAX VALUE PROTEST 1983	2950-02	R-1155	1984	100	PERMANENT	
APPRAISAL LOG ROLLS (BISD) 1992	3000-02-a	R-1027	1993	3	1996	
APPRAISAL LOG ROLLS (BISD) 92/93	3000-02-a	R-1028	1994	3	1997	
APPRAISAL LOG ROLLS (JISD) 92/93	3000-02-a	R-1026	1994	3	1997	
APPRAISAL LOG ROLLS (KISD) 92/93	3000-02-a	R-1028	1994	3	1997	
APPRAISAL ROLLS (JCAD) 1986	2975-06-a	R-1073	1987	100	PERMANENT	
APPRAISAL ROLLS (JCAD) 1987	2975-06-a	R-1055	1988	100	PERMANENT	
APPRAISAL ROLLS (JCAD) 1987	2975-06-a	R-1072	1988	100	PERMANENT	
APPRAISAL ROLLS (JISD) 1988	2975-06-a	R-1086	1989	100	PERMANENT	
CERTIFIED APPRAISAL ROLL (JCAD) (BOOK 1 OF 9) 1988	2975-06-a	R-1156	1989	100	PERMANENT	
CERTIFIED APPRAISAL ROLL (JCAD) (BOOK 2 OF 9) 1988	2975-06-a	R-1156	1989	100	PERMANENT	
CERTIFIED APPRAISAL ROLL (JCAD) (BOOK 3 OF 9) 1988	2975-06-a	R-1156	1989	100	PERMANENT	
CERTIFIED APPRAISAL ROLL (JCAD) (BOOK 4 OF 9) 1988	2975-06-a	R-1157	1989	100	PERMANENT	
CERTIFIED APPRAISAL ROLL (JCAD) (BOOK 5 OF 9) 1988	2975-06-a	R-1157	1989	100	PERMANENT	
CERTIFIED APPRAISAL ROLL (JCAD) (BOOK 6 OF 9) 1988	2975-06-a	R-1157	1989	100	PERMANENT	
CERTIFIED APPRAISAL ROLL (JCAD) (BOOK 7 OF 9) 1988	2975-06-a	R-1158	1989	100	PERMANENT	
CERTIFIED APPRAISAL ROLL (JCAD) (BOOK 8 OF 9) 1988	2975-06-a	R-1158	1989	100	PERMANENT	
CERTIFIED APPRAISAL ROLL (JCAD) (BOOK 9 OF 9) 1988	2975-06-a	R-1158	1989	100	PERMANENT	
CERTIFIED APPRAISAL ROLL (JCAD) 1990	2975-06-a	R-1086	1991	100	PERMANENT	
CERTIFIED APPRAISAL ROLL (JCAD) 1990	2975-06-a	R-1148	1991	100	PERMANENT	
CERTIFIED APPRAISAL ROLL (JISD) 1984	2975-06-a	R-1086	1985	100	PERMANENT	
CERTIFIED APPRAISAL ROLL (JISD) 1984	2975-06-a	R-1146	1985	100	PERMANENT	
CERTIFIED APPRAISAL ROLL (JISD) 1985	2975-06-a	R-1033	1986	100	PERMANENT	



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CERTIFIED APPRAISAL ROLL (JISD) 1988	2975-06-a	R-1029	1989	100		PERMANENT
CERTIFIED APPRAISAL ROLL (JISD) 1988	2975-06-a	R-1086	1989	100		PERMANENT
CERTIFIED APPRAISAL ROLL (JISD) 1988	2975-06-a	R-1146	1989	100		PERMANENT
CERTIFIED APPRAISAL ROLL (JISD) 1990	2975-06-a	R-1149	1991	100		PERMANENT
GED BOOKS (BLISD) 1988	2975-06-a	R-1197	1989	100		PERMANENT
GED BOOKS 1 & 2 1989	2975-06-a	R-1013	1990	100		PERMANENT
GED BOOKS 1 & 2 1990	2975-06-a	R-1013	1991	100		PERMANENT
GEO DQ TAX ROLL 1989	2975-06-a	R-1077	1990	100		PERMANENT
HEARING RECORDS-ARB 1982	2950-02	R-1079	1983	100		PERMANENT
HEARING RECORDS-ARB 1982	2950-02	R-1087	1983	100		PERMANENT
HEARING RECORDS-ARB 1982	2950-02	R-1160	1983	100		PERMANENT
NOTICES OF APPRAISED VALUE (JCAD) 1995	2975-11	R-1007	1996	1	1997	
NOTICES OF APPRAISED VALUE (JCAD) 1995	2975-11	R-1008	1996	1	1997	
PERSONAL PROPERTY REFERENCE FILES (90000-13510 THRU 90000-16208) 83-90	2975-02-a	R-1047	1991	100		PERMANENT
PERSONAL PROPERTY REFERENCE FILES (90000-16209 THRU 90000-19950) 83-90	2975-02-a	R-1048	1991	100		PERMANENT
PERSONAL PROPERTY REFERENCE FILES (90000-19985 THRU 90000-22720) 83-90	2975-02-a	R-1049	1991	100		PERMANENT
PERSONAL PROPERTY REFERENCE FILES (90000-22725 THRU 90000-25910) 83-90	2975-02-a	R-1050	1991	100		PERMANENT
PERSONAL PROPERTY REFERENCE FILES (90000-2305 THRU 90000-4780) 83-90	2975-02-a	R-1043	1991	100		PERMANENT
PERSONAL PROPERTY REFERENCE FILES (90000-25915 THRU 90000-29435) 83-90	2975-02-a	R-1051	1991	100		PERMANENT
PERSONAL PROPERTY REFERENCE FILES (90000-29440 THRU 90000-39000) 83-90	2975-02-a	R-1052	1991	100		PERMANENT
PERSONAL PROPERTY REFERENCE FILES (90000-4800 THRU 90000-7464) 83-90	2975-02-a	R-1044	1991	100		PERMANENT
PERSONAL PROPERTY REFERENCE FILES (90000-7465 THRU 90000-9100) 83-90	2975-02-a	R-1045	1991	100		PERMANENT
PERSONAL PROPERTY REFERENCE FILES (90000-9110 THRU 90000-13500) 83-90	2975-02-a	R-1046	1991	100		PERMANENT
PERSONAL PROPERTY REFERENCE FILES (900090-90 THRU 2003) 83-90	2975-02-a	R-1042	1991	100		PERMANENT
RENDITIONS 1990	2975-16-b	R-1184	1991	5	1996	

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RENDITIONS 1990	2975-16-b	R-1185	1991	5	1996	
RENDITIONS 1991	2975-16-b	R-1182	1992	5	1997	
RENDITIONS 1991	2975-16-b	R-1183	1992	5	1997	
RENDITIONS 1992	2975-16-b	R-1181	1993	5	1998	
RENDITIONS 1993	2975-16-b	R-1180	1994	5	1999	
RENDITIONS 1994	2975-16-b	R-1178	1995	5	2000	
RENDITIONS 93/94	2975-16-b	R-1179	1995	5	2000	
VEHICLE LISTS 94/95	2975-14	R-1209	1996	5	2001	

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<b>DEPARTMENT : ADMINISTRATION</b>						
ANNUAL FINANCIAL REPORT 89/90	1025-07-b	R-1029	1990	100		PERMANENT
AUDIT REPORTS (JCED) 91-95	1025-01-a	R-1211	1995	100		PERMANENT
AUDIT REPORTS-JCAD GENERAL PURPOSE 82-94	1025-01-a	R-1211	1995	100		PERMANENT
AUDIT REPORTS-JCAD RETIREMENT PLAN 1991	1025-01-a	R-1211	1992	100		PERMANENT
AUDIT REPORTS-JCAD RETIREMENT PLAN 93/94	1025-01-a	R-1211	1995	100		PERMANENT
BANK BATCH REPORTS 91/92	1025-28	R-1015	1993	5		1998 ✓
BANK STATEMENTS 1990	1025-28	R-1037	1991	5		1996
BANK STATEMENTS/CANCELLED CHECKS (JISD) 92/93	1025-28	R-1085	1993	5		1998 ✓
BANK STATEMENTS/CANCELLED CHECKS 91/92	1025-28	R-1014	1993	5		1998
BATCH DEPOSITS/PAYMENTS (JCAD) 93-95 (MAR-MAR)	1025-28	R-1196	1996	5		2001
BIDS 89-92	1075-01-a	R-1186	1993	3		1996
BUDGETS 81-94	1025-04-a	R-1211	1995	100		PERMANENT
EMPLOYEE PERSONNEL FOLDERS (JCAD) 1984	1050-12	R-1164	1984	100		PERMANENT
HEARING RECORDS-ARB (1-101) 1983	2950-02	R-1096	1983	100		PERMANENT
HEARING RECORDS-ARB (1-38) 1992	2950-02	R-1110	1992	100		PERMANENT
HEARING RECORDS-ARB (1-57) 1988	2950-02	R-1123	1988	100		PERMANENT
HEARING RECORDS-ARB (1-62) 1985	2950-02	R-1103	1985	100		PERMANENT
HEARING RECORDS-ARB (1-66) 1984	2950-02	R-1101	1984	100		PERMANENT
HEARING RECORDS-ARB (1-72) 1993	2950-02	R-1113	1993	100		PERMANENT
HEARING RECORDS-ARB (1-76) 1986	2950-02	R-1120	1986	100		PERMANENT
HEARING RECORDS-ARB (1-78) 1990	2950-02	R-1105	1990	100		PERMANENT
HEARING RECORDS-ARB (1-80) 1989	2950-02	R-1126	1989	100		PERMANENT
HEARING RECORDS-ARB (1-84) 1987	2950-02	R-1121	1987	100		PERMANENT

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HEARING RECORDS-ARB (102-235) 1983	2950-02	R-1097	1983	100	PERMANENT	
HEARING RECORDS-ARB (105-152) 1988	2950-02	R-1125	1988	100	PERMANENT	
HEARING RECORDS-ARB (121-187) 1990	2950-02	R-1107	1990	100	PERMANENT	
HEARING RECORDS-ARB (150-207) 1989	2950-02	R-1104	1989	100	PERMANENT	
HEARING RECORDS-ARB (2-51) 1991	2950-02	R-1108	1991	100	PERMANENT	
HEARING RECORDS-ARB (236-325) 1983	2950-02	R-1098	1983	100	PERMANENT	
HEARING RECORDS-ARB (326-440) 1983	2950-02	R-1099	1983	100	PERMANENT	
HEARING RECORDS-ARB (39-88) 1992	2950-02	R-1111	1992	100	PERMANENT	
HEARING RECORDS-ARB (441-456) 1983	2950-02	R-1100	1983	100	PERMANENT	
HEARING RECORDS-ARB (52-85) 1991	2950-02	R-1109	1991	100	PERMANENT	
HEARING RECORDS-ARB (58-104) 1988	2950-02	R-1124	1988	100	PERMANENT	
HEARING RECORDS-ARB (67-79 & MISC) 1984	2950-02	R-1102	1984	100	PERMANENT	
HEARING RECORDS-ARB (75-98) 1993	2950-02	R-1114	1993	100	PERMANENT	
HEARING RECORDS-ARB (79-120) 1990	2950-02	R-1106	1990	100	PERMANENT	
HEARING RECORDS-ARB (81-149) 1989	2950-02	R-1127	1989	100	PERMANENT	
HEARING RECORDS-ARB (85-114) 1987	2950-02	R-1122	1987	100	PERMANENT	
HEARING RECORDS-ARB (90-132) 1992	2950-02	R-1112	1992	100	PERMANENT	
HEARING RECORDS-ARB (ALPHA REFERENCE) 1983	2950-02	R-1100	1983	100	PERMANENT	
HEARING RECORDS-ARB (ALPHA REFERENCE) 1984	2950-02	R-1102	1984	100	PERMANENT	
HEARING RECORDS-ARB (ALPHA REFERENCE) 1985	2950-02	R-1103	1985	100	PERMANENT	
HEARING RECORDS-ARB (ALPHA REFERENCE) 1986	2950-02	R-1120	1986	100	PERMANENT	
HEARING RECORDS-ARB (ALPHA REFERENCE) 1987	2950-02	R-1122	1987	100	PERMANENT	
HEARING RECORDS-ARB (ALPHA REFERENCE) 1988	2950-02	R-1124	1988	100	PERMANENT	

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HEARING RECORDS-ARB (ALPHA REFERENCE) 1989	2950-02	R-1104	1989	100		PERMANENT
HEARING RECORDS-ARB (ALPHA REFERENCE) 1990	2950-02	R-1107	1990	100		PERMANENT
HEARING RECORDS-ARB (ALPHA REFERENCE) 1991	2950-02	R-1109	1991	100		PERMANENT
HEARING RECORDS-ARB (ALPHA REFERENCE) 1992	2950-02	R-1112	1992	100		PERMANENT
HEARING RECORDS-ARB (ALPHA REFERENCE) 1993	2950-02	R-1114	1993	100		PERMANENT
HEARING RECORDS-ARB (TAPES 1-100) 1983	2950-02	R-1100	1983	100		PERMANENT
HEARING RECORDS-ARB 1986	2950-02	R-1033	1987	100		PERMANENT
INTERNAL REVENUE SERVICE RECORDS 92-94	1050-53-b	R-1214	1995	4		1999 ✓
INVOICES & SUPPORTING DOCUMENTS 1992	1025-26	R-1212	1993	3		1996
INVOICES & SUPPORTING DOCUMENTS 1992	1025-26	R-1213	1993	3		1996
INVOICES & SUPPORTING DOCUMENTS 1993	1025-26	R-1198	1994	3		1997
INVOICES & SUPPORTING DOCUMENTS 1993	1025-26	R-1199	1994	3		1997
INVOICES & SUPPORTING DOCUMENTS 1994	1025-26	R-1215	1995	3		1998 ✓
INVOICES & SUPPORTING DOCUMENTS 1994	1025-26	R-1216	1995	3		1998 ✓
JOURNALS 87-90	1025-30-c	R-1056	1991	5		1996
PAYROLL REGISTER (JCAD) 1991	1050-52-b	R-1175	1991	100		PERMANENT
PERSONNEL FILES (MIXED ALPHA) 83-91	1050-12	R-1039	1992	100		PERMANENT
PMSC DATA TAPE 1995	1000-26-b	R-1028	1995	2		1997
SUPPORTING DOCUMENTATION FOR APPRAISAL ROLLS 93-95	2975-14	R-1177	1996	5		2001
TAX ENTITY FILES (CITIES) 83-95	1000-05	R-1118	1995	100		PERMANENT
TAX ENTITY FILES (COUNTY) 83-95	1000-05	R-1117	1995	100		PERMANENT
TAX ENTITY FILES (SCHOOLS) 83-95	1000-05	R-1115	1995	100		PERMANENT
TAX ENTITY FILES (SCHOOLS) 83-95	1000-05	R-1116	1995	100		PERMANENT
TAX ENTITY FILES (SCHOOLS) 83-95	1000-05	R-1117	1995	100		PERMANENT
TAX ENTITY FILES (SPECIAL DISTRICTS) 83-95	1000-05	R-1118	1995	100		PERMANENT

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TAX ENTITY FILES (SPECIAL DISTRICTS) 83-95	1000-05	R-1119	1995	100		PERMANENT
TAX ENTITY FILES (SPECIAL DISTRICTS) 83-95	1000-05	R-1176	1995	100		PERMANENT

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R-1000	TAX ROLLS (JISD) 1987	3000-18	TAX DEPT	1988	20	2008	
R-1001	TAX ROLLS (CITY OF JASPER) 1990	3000-18	TAX DEPT	1991	20	2011	
R-1001	TAX ROLLS (JISD) 1990	3000-18	TAX DEPT	1991	20	2011	
R-1001	TAX ROLLS (JISD) 1990	3000-18	TAX DEPT	1991	20	2011	
R-1002	TAX ROLLS (JISD) 1982	3000-18	TAX DEPT	1983	20	2003	
R-1003	TAX ROLLS (JISD) 1984	3000-18	TAX DEPT	1985	20	2005	
R-1004	CURRENT/DELINQUENT TAXES, PENALTIES REPORT (JISD) 70-81	3000-11-a3	TAX DEPT	1982	100	PERMANENT	
R-1005	END-OF-MONTH COLLECTIONS 90/91 (OCT-AUG)	3000-11-a3	TAX DEPT	1992	100	PERMANENT	
R-1006	TAX ROLLS (JISD) 1985	3000-18	TAX DEPT	1986	20	2006	
R-1007	NOTICES OF APPRAISED VALUE (JCAD) 1995	2975-11	APPRAISAL/MAP	1996	1	1997	
R-1008	NOTICES OF APPRAISED VALUE (JCAD) 1995	2975-11	APPRAISAL/MAP	1996	1	1997	
R-1009	TAX ROLLS (JISD) 1989	3000-18	TAX DEPT	1990	20	2010	
R-1010	TAX ROLLS (JISD) 1983	3000-18	TAX DEPT	1984	20	2004	
R-1011	TAX ROLLS (JISD) 1986	3000-18	TAX DEPT	1987	20	2007	
R-1012	END-OF-MONTH COLLECTIONS 88/89 (OCT-SEP)	3000-11-a3	TAX DEPT	1990	100	PERMANENT	
R-1013	GED BOOKS 1 & 2 1989	2975-06-a	APPRAISAL/MAP	1990	100	PERMANENT	
R-1013	GED BOOKS 1 & 2 1990	2975-06-a	APPRAISAL/MAP	1991	100	PERMANENT	
R-1014	BANK STATEMENTS/CANCELLED CHECKS 91/92	1025-28	ADMINISTRATION	1993	5	1998	
R-1015	BANK BATCH REPORTS 91/92	1025-28	ADMINISTRATION	1993	5	1998	
R-1016	TAX ROLLS (JISD) 1976	3000-18	TAX DEPT	1977	20	1997	

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R-1017	TAX ROLLS (JISD) 1977	3000-18	TAX DEPT	1978	20	1998	
R-1018	TAX ROLLS (JISD) 1978	3000-18	TAX DEPT	1979	20	1999	
R-1019	TAX ROLLS (JISD) 1979	3000-18	TAX DEPT	1980	20	2000	
R-1020	TAX ROLLS (JISD) 1980	3000-18	TAX DEPT	1981	20	2001	
R-1023	TAX STATEMENTS/NOTICES (JISD, BISD, KISD) 1995	3000-09-a	TAX DEPT	1996	1	1997	
R-1024	TAX STATEMENTS (JISD, BISD, KISD) 1995	3000-09-a	TAX DEPT	1996	1	1997	
R-1025	TAX STATEMENTS (BISD) 1995	3000-09-a	TAX DEPT	1996	1	1997	
R-1026	APPRAISAL LOG ROLLS (JISD) 92/93	3000-02-a	APPRAISAL/MAP	1994	3	1997	
R-1027	APPRAISAL LOG ROLLS (BISD) 1992	3000-02-a	APPRAISAL/MAP	1993	3	1996	
R-1027	TAX STATEMENTS (JCAD) 1994	3000-09-a	TAX DEPT	1995	1	1996	
R-1028	APPRAISAL LOG ROLLS (BISD) 92/93	3000-02-a	APPRAISAL/MAP	1994	3	1997	
R-1028	APPRAISAL LOG ROLLS (KISD) 92/93	3000-02-a	APPRAISAL/MAP	1994	3	1997	
R-1028	PMSC DATA TAPE 1995	1000-26-b	ADMINISTRATION	1995	2	1997	
R-1029	ANNUAL FINANCIAL REPORT 89/90	1025-07-b	ADMINISTRATION	1990	100	PERMANENT	
R-1029	CERTIFIED APPRAISAL ROLL (JISD) 1988	2975-06-a	APPRAISAL/MAP	1989	100	PERMANENT	
R-1029	TAX COLLECTION REPORT (JISD) 62-71 (SEP-MAY)	3000-11-a3	TAX DEPT	1972	100	PERMANENT	
R-1030	TAX STATEMENTS (JCAD) 1994	3000-09-a	TAX DEPT	1995	1	1996	
R-1031	TAX STATEMENTS (JCAD) 1994	3000-09-a	TAX DEPT	1995	1	1996	
R-1032	TAX ROLLS (BLISD) 1990	3000-18	TAX DEPT	1991	20	2011	
R-1032	TAX ROLLS 1990	3000-18	TAX DEPT	1991	20	2011	
R-1033	CERTIFIED APPRAISAL ROLL (JISD) 1985	2975-06-a	APPRAISAL/MAP	1986	100	PERMANENT	
R-1033	HEARING RECORDS-ARB 1986	2950-02	ADMINISTRATION	1987	100	PERMANENT	



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R-1034	TAX ROLLS (JISD) 1985	3000-18	TAX DEPT	1986	20	2006	
R-1035	TAX ROLLS (JISD) 1983	3000-18	TAX DEPT	1984	20	2004	
R-1036	TAX ROLLS (JISD) 1988	3000-18	TAX DEPT	1989	20	2009	
R-1036	TAX ROLLS (RCMUD) 1988	3000-18	TAX DEPT	1989	20	2009	
R-1037	BANK STATEMENTS 1990	1025-28	ADMINISTRATION	1991	5	1996	
R-1037	TAX STATEMENTS 1994	3000-09-a	TAX DEPT	1995	1	1996	
R-1038	RETURNED DELINQUENT TAX NOTICES 1992	3000-09-b	TAX DEPT	1993	5	1998	
R-1038	TAX RECEIPTS (1994 AUDIT COPY) 1994 (OCT-DEC)	3000-16	TAX DEPT	1995	3	1998	
R-1039	PERSONNEL FILES (MIXED ALPHA) 83-91	1050-12	ADMINISTRATION	1992	100	PERMANENT	
R-1039	TAX COLLECTION REPORT (JISD) 71-80 (JUN-AUG)	3000-11-a3	TAX DEPT	1981	100	PERMANENT	
R-1040	TAX STATEMENTS (BLISD) 1995	3000-09-a	TAX DEPT	1996	1	1997	
R-1041	TAX STATEMENTS (BLISD) 1995	3000-09-a	TAX DEPT	1996	1	1997	
R-1041	TAX STATEMENTS (RCMUD) 1995	3000-09-a	TAX DEPT	1996	1	1997	
R-1042	PERSONAL PROPERTY REFERENCE FILES (900090-90 THRU 2003) 83-90	2975-02-a	APPRAISAL/MAP	1991	100	PERMANENT	
R-1043	PERSONAL PROPERTY REFERENCE FILES (90000-2305 THRU 90000-4780) 83-90	2975-02-a	APPRAISAL/MAP	1991	100	PERMANENT	
R-1044	PERSONAL PROPERTY REFERENCE FILES (90000-4800 THRU 90000-7464) 83-90	2975-02-a	APPRAISAL/MAP	1991	100	PERMANENT	
R-1045	PERSONAL PROPERTY REFERENCE FILES (90000-7465 THRU 90000-9100) 83-90	2975-02-a	APPRAISAL/MAP	1991	100	PERMANENT	
R-1046	PERSONAL PROPERTY REFERENCE FILES (90000-9110 THRU 90000-13500) 83-90	2975-02-a	APPRAISAL/MAP	1991	100	PERMANENT	
R-1047	PERSONAL PROPERTY REFERENCE FILES (90000-13510 THRU 90000-16208) 83-90	2975-02-a	APPRAISAL/MAP	1991	100	PERMANENT	
R-1048	PERSONAL PROPERTY REFERENCE FILES (90000-16209 THRU 90000-19950) 83-90	2975-02-a	APPRAISAL/MAP	1991	100	PERMANENT	

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R-1049	PERSONAL PROPERTY REFERENCE FILES (90000-19985 THRU 90000-22720) 83-90	2975-02-a	APPRAISAL/MAP	1991	100		PERMANENT
R-1050	PERSONAL PROPERTY REFERENCE FILES (90000-22725 THRU 90000-25910) 83-90	2975-02-a	APPRAISAL/MAP	1991	100		PERMANENT
R-1051	PERSONAL PROPERTY REFERENCE FILES (90000-25915 THRU 90000-29435) 83-90	2975-02-a	APPRAISAL/MAP	1991	100		PERMANENT
R-1052	PERSONAL PROPERTY REFERENCE FILES (90000-29440 THRU 90000-39000) 83-90	2975-02-a	APPRAISAL/MAP	1991	100		PERMANENT
R-1053	TAX ROLLS (JCED) 1992	3000-18	TAX DEPT	1993	20		2013
R-1054	TAX ROLLS (JCED) 1992	3000-18	TAX DEPT	1993	20		2013
R-1055	APPRAISAL ROLLS (JCAD) 1987	2975-06-a	APPRAISAL/MAP	1988	100		PERMANENT
R-1056	JOURNALS 87-90	1025-30-c	ADMINISTRATION	1991	5		1996
R-1056	TAX STATEMENTS 1994	3000-09-a	TAX DEPT	1995	1		1996
R-1057	TAX STATEMENTS 1994	3000-09-a	TAX DEPT	1995	1		1996
R-1058	TAX STATEMENTS 1994	3000-09-a	TAX DEPT	1995	1		1996
R-1059	RETURNED DELINQUENT TAX NOTICES 1990	3000-09-b	TAX DEPT	1991	5		1996
R-1059	TAX STATEMENTS 1994	3000-09-a	TAX DEPT	1995	1		1996
R-1060	ADMINISTRATIVE CORRESPONDENCE (CHIEF APPRAISER) 90/91	1000-26-a	APPRAISAL/MAP	1992	5		1997
R-1060	TAX RECEIPTS 1993	3000-16	TAX DEPT	1994	3		1997
R-1061	TAX ROLLS (JCED) 1992	3000-18	TAX DEPT	1993	20		2013
R-1062	TAX ROLLS (JCED) 1992	3000-18	TAX DEPT	1993	20		2013
R-1063	TAX RECEIPTS (1993 AUDIT COPY) 1994 (JAN-MAR)	3000-16	TAX DEPT	1995	3		1998
R-1064	TAX ROLLS (JISD) 1987	3000-18	TAX DEPT	1988	20		2008
R-1065	RETURNED DELINQUENT TAX NOTICES 1993	3000-09-b	TAX DEPT	1994	5		1999

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R-1066	TAX ROLLS (JISD) 1989	3000-18	TAX DEPT	1990	20	2010	
R-1067	TAX ROLLS (JISD) 1990	3000-18	TAX DEPT	1991	20	2011	
R-1068	TAX ROLLS (JISD) 1991	3000-18	TAX DEPT	1992	20	2012	
R-1068	TAX ROLLS (JISD) 1991	3000-18	TAX DEPT	1992	20	2012	
R-1069	TAX ROLLS (JISD) 1991	3000-18	TAX DEPT	1992	20	2012	
R-1070	TAX TRANSACTIONS, DAILY (JCAD) 90/91 (OCT-SEP)	3000-11-a3	TAX DEPT	1992	100	PERMANENT	
R-1071	TAX TRANSACTIONS, DAILY (JCAD) 89/90 (OCT-SEP)	3000-11-a3	TAX DEPT	1991	100	PERMANENT	
R-1072	APPRAISAL ROLLS (JCAD) 1987	2975-06-a	APPRAISAL/MAP	1988	100	PERMANENT	
R-1073	APPRAISAL ROLLS (JCAD) 1986	2975-06-a	APPRAISAL/MAP	1987	100	PERMANENT	
R-1074	DEPOSITS (BUNA BRANCH) 1990	1025-28	TAX DEPT	1991	5	1996	
R-1075	BACK-UP SHEETS (RCMUD) 1990	1025-28	TAX DEPT	1991	5	1996	
R-1075	TAX RECEIPTS (BISD, KISD, JISD, BLISD, EISD) 1992	3000-16	TAX DEPT	1993	3	1996	
R-1076	RETURNED DELINQUENT TAX NOTICES (RCMUD) 1992	3000-09-b	TAX DEPT	1993	5	1998	
R-1077	GEO DQ TAX ROLL 1989	2975-06-a	APPRAISAL/MAP	1990	100	PERMANENT	
R-1077	TAX COLLECTION REPORT (JISD) 28-50 (AUG-FEB)	3000-11-a3	TAX DEPT	1951	100	PERMANENT	
R-1077	TAX COLLECTION REPORT, MONTHLY 1987	3000-11-a3	TAX DEPT	1988	100	PERMANENT	
R-1077	TAX COLLECTION REPORT, MONTHLY 88/89	3000-11-a3	TAX DEPT	1990	100	PERMANENT	
R-1078	TAX RECEIPTS (RCMUD) 91/92	3000-16	TAX DEPT	1993	3	1996	
R-1079	HEARING RECORDS-ARB 1982	2950-02	APPRAISAL/MAP	1983	100	PERMANENT	
R-1080	TAX RECEIPTS (JISD, EISD, BLISD, BISD, KISD) 1995	3000-16	TAX DEPT	1996	3	1999	
R-1081	TAX RECEIPTS (JISD, EISD, BLISD, BISD, KISD) 1995	3000-16	TAX DEPT	1996	3	1999	

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R-1082	BATCH DEPOSIT SLIPS (JISD) 1991	1025-28	TAX DEPT	1992	5	2001	} 10/5/97 on box
R-1082	DEPOSIT SLIPS 90-92	1025-28	TAX DEPT	1992	5	2001	
R-1082	RETURNED TAX NOTICES (RCMUD) 1995	3000-09-b	TAX DEPT	1996	5	2001	
R-1083	TAX RECEIPTS (JISD) 1992	3000-16	TAX DEPT	1993	3	1996	
R-1084	TAX ROLLS (JISD) 1979	3000-18	TAX DEPT	1980	20	2000	
R-1085	BANK STATEMENTS/CANCELLED CHECKS (JISD) 92/93	1025-28	ADMINISTRATION	1993	5	1998	
R-1085	DEPOSIT SLIPS (BLISD) 1991	1025-28	TAX DEPT	1992	5	1998	
R-1085	TAX RECEIPTS (1993 AUDIT COPY) 1994 (APR-JUL)	3000-16	TAX DEPT	1995	3	1998	
R-1086	APPRAISAL ROLLS (JISD) 1988	2975-06-a	APPRAISAL/MAP	1989	100	PERMANENT	
R-1086	CERTIFIED APPRAISAL ROLL (JCAD) 1990	2975-06-a	APPRAISAL/MAP	1991	100	PERMANENT	
R-1086	CERTIFIED APPRAISAL ROLL (JISD) 1984	2975-06-a	APPRAISAL/MAP	1985	100	PERMANENT	
R-1086	CERTIFIED APPRAISAL ROLL (JISD) 1988	2975-06-a	APPRAISAL/MAP	1989	100	PERMANENT	
R-1087	HEARING RECORDS-ARB 1982	2950-02	APPRAISAL/MAP	1983	100	PERMANENT	
R-1088	RETURNED DELINQUENT TAX NOTICES 1991	3000-09-b	TAX DEPT	1992	5	1997	
R-1088	TAX RECEIPTS (1992 AUDIT COPY) 1993	3000-16	TAX DEPT	1994	3	1997	
R-1088	TAX RECEIPTS (1993 AUDIT COPY) 1993 (NOV-DEC)	3000-16	TAX DEPT	1994	3	1997	
R-1089	TAX RECEIPTS (1994 AUDIT COPY) 1995 (JAN-MAY)	3000-16	TAX DEPT	1996	3	1999	
R-1090	DEPOSIT SLIPS 92-94 (JAN 93-JAN 94)	1025-28	TAX DEPT	1994	5	1999	
R-1090	TAX RECEIPTS (1994 AUDIT COPY) 94/95 (DEC-JAN)	3000-16	TAX DEPT	1996	3	1999	
R-1091	RETURNED DELINQUENT TAX NOTICES 1991	3000-09-b	TAX DEPT	1992	5	1997	
R-1092	DEPOSIT SLIPS 90-92	1025-28	TAX DEPT	1992	5	1997	
R-1092	RETURNED DELINQUENT TAX NOTICES 1991	3000-09-b	TAX DEPT	1992	5	1997	
R-1093	TAX ROLLS (JISD) 1989	3000-18	TAX DEPT	1990	20	2010	
R-1094	TAX RECEIPTS (1994 AUDIT COPY) 94/95 (SEP-JAN)	3000-16	TAX DEPT	1996	3	1999	
R-1095	TAX RECEIPTS (1994 AUDIT COPY) 1995 (JAN-AUG)	3000-16	TAX DEPT	1996	3	1999	

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R-1096	HEARING RECORDS-ARB (1-101) 1983	2950-02	ADMINISTRATION	1983	100	PERMANENT	
R-1097	HEARING RECORDS-ARB (102-235) 1983	2950-02	ADMINISTRATION	1983	100	PERMANENT	
R-1098	HEARING RECORDS-ARB (236-325) 1983	2950-02	ADMINISTRATION	1983	100	PERMANENT	
R-1099	HEARING RECORDS-ARB (326-440) 1983	2950-02	ADMINISTRATION	1983	100	PERMANENT	
R-1100	HEARING RECORDS-ARB (441-456) 1983	2950-02	ADMINISTRATION	1983	100	PERMANENT	
R-1100	HEARING RECORDS-ARB (ALPHA REFERENCE) 1983	2950-02	ADMINISTRATION	1983	100	PERMANENT	
R-1100	HEARING RECORDS-ARB (TAPES 1-100) 1983	2950-02	ADMINISTRATION	1983	100	PERMANENT	
R-1101	HEARING RECORDS-ARB (1-66) 1984	2950-02	ADMINISTRATION	1984	100	PERMANENT	
R-1102	HEARING RECORDS-ARB (67-79 & MISC) 1984	2950-02	ADMINISTRATION	1984	100	PERMANENT	
R-1102	HEARING RECORDS-ARB (ALPHA REFERENCE) 1984	2950-02	ADMINISTRATION	1984	100	PERMANENT	
R-1103	HEARING RECORDS-ARB (1-62) 1985	2950-02	ADMINISTRATION	1985	100	PERMANENT	
R-1103	HEARING RECORDS-ARB (ALPHA REFERENCE) 1985	2950-02	ADMINISTRATION	1985	100	PERMANENT	
R-1104	HEARING RECORDS-ARB (150-207) 1989	2950-02	ADMINISTRATION	1989	100	PERMANENT	
R-1104	HEARING RECORDS-ARB (ALPHA REFERENCE) 1989	2950-02	ADMINISTRATION	1989	100	PERMANENT	
R-1105	HEARING RECORDS-ARB (1-78) 1990	2950-02	ADMINISTRATION	1990	100	PERMANENT	
R-1106	HEARING RECORDS-ARB (79-120) 1990	2950-02	ADMINISTRATION	1990	100	PERMANENT	
R-1107	HEARING RECORDS-ARB (121-187) 1990	2950-02	ADMINISTRATION	1990	100	PERMANENT	
R-1107	HEARING RECORDS-ARB (ALPHA REFERENCE) 1990	2950-02	ADMINISTRATION	1990	100	PERMANENT	
R-1108	HEARING RECORDS-ARB (2-51) 1991	2950-02	ADMINISTRATION	1991	100	PERMANENT	
R-1109	HEARING RECORDS-ARB (52-85) 1991	2950-02	ADMINISTRATION	1991	100	PERMANENT	
R-1109	HEARING RECORDS-ARB (ALPHA REFERENCE) 1991	2950-02	ADMINISTRATION	1991	100	PERMANENT	
R-1110	HEARING RECORDS-ARB (1-38) 1992	2950-02	ADMINISTRATION	1992	100	PERMANENT	

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BOX #	RECORD NAME	ITEM #	DEPT	REC YEAR	RETAIN YEARS	DEST YEAR	LOCATION/ DISPOSITION
R-1111	HEARING RECORDS-ARB (39-88) 1992	2950-02	ADMINISTRATION	1992	100	PERMANENT	
R-1112	HEARING RECORDS-ARB (90-132) 1992	2950-02	ADMINISTRATION	1992	100	PERMANENT	
R-1112	HEARING RECORDS-ARB (ALPHA REFERENCE) 1992	2950-02	ADMINISTRATION	1992	100	PERMANENT	
R-1113	HEARING RECORDS-ARB (1-72) 1993	2950-02	ADMINISTRATION	1993	100	PERMANENT	
R-1114	HEARING RECORDS-ARB (75-98) 1993	2950-02	ADMINISTRATION	1993	100	PERMANENT	
R-1114	HEARING RECORDS-ARB (ALPHA REFERENCE) 1993	2950-02	ADMINISTRATION	1993	100	PERMANENT	
R-1115	TAX ENTITY FILES (SCHOOLS) 83-95	1000-05	ADMINISTRATION	1995	100	PERMANENT	
R-1116	TAX ENTITY FILES (SCHOOLS) 83-95	1000-05	ADMINISTRATION	1995	100	PERMANENT	
R-1117	TAX ENTITY FILES (COUNTY) 83-95	1000-05	ADMINISTRATION	1995	100	PERMANENT	
R-1117	TAX ENTITY FILES (SCHOOLS) 83-95	1000-05	ADMINISTRATION	1995	100	PERMANENT	
R-1118	TAX ENTITY FILES (CITIES) 83-95	1000-05	ADMINISTRATION	1995	100	PERMANENT	
R-1118	TAX ENTITY FILES (SPECIAL DISTRICTS) 83-95	1000-05	ADMINISTRATION	1995	100	PERMANENT	
R-1119	TAX ENTITY FILES (SPECIAL DISTRICTS) 83-95	1000-05	ADMINISTRATION	1995	100	PERMANENT	
R-1120	HEARING RECORDS-ARB (1-76) 1986	2950-02	ADMINISTRATION	1986	100	PERMANENT	
R-1120	HEARING RECORDS-ARB (ALPHA REFERENCE) 1986	2950-02	ADMINISTRATION	1986	100	PERMANENT	
R-1121	HEARING RECORDS-ARB (1-84) 1987	2950-02	ADMINISTRATION	1987	100	PERMANENT	
R-1122	HEARING RECORDS-ARB (85-114) 1987	2950-02	ADMINISTRATION	1987	100	PERMANENT	
R-1122	HEARING RECORDS-ARB (ALPHA REFERENCE) 1987	2950-02	ADMINISTRATION	1987	100	PERMANENT	
R-1123	HEARING RECORDS-ARB (1-57) 1988	2950-02	ADMINISTRATION	1988	100	PERMANENT	
R-1124	HEARING RECORDS-ARB (58-104) 1988	2950-02	ADMINISTRATION	1988	100	PERMANENT	
R-1124	HEARING RECORDS-ARB (ALPHA REFERENCE) 1988	2950-02	ADMINISTRATION	1988	100	PERMANENT	
R-1125	HEARING RECORDS-ARB (105-152) 1988	2950-02	ADMINISTRATION	1988	100	PERMANENT	

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R-1126	HEARING RECORDS-ARB (1-80) 1989	2950-02	ADMINISTRATION	1989	100	PERMANENT	
R-1127	HEARING RECORDS-ARB (81-149) 1989	2950-02	ADMINISTRATION	1989	100	PERMANENT	
R-1128	TAX ROLLS (JCED-BOOKS 1 & 2) 1991	3000-18	TAX DEPT	1992	20	2012	
R-1129	TAX ROLLS (JCED-BOOKS 3 & 4) 1991	3000-18	TAX DEPT	1992	20	2012	
R-1130	TAX ROLLS (JCED-BOOKS 5 & 6) 1991	3000-18	TAX DEPT	1992	20	2012	
R-1131	TAX ROLLS (JCED-BOOKS 7 & 8) 1991	3000-18	TAX DEPT	1992	20	2012	
R-1132	TAX ROLLS 1992	3000-18	TAX DEPT	1993	20	2013	
R-1133	TAX ROLLS (BLISD-BOOKS 1 & 2) 1994	3000-18	TAX DEPT	1995	20	2015	
R-1134	TAX ROLLS (BLISD-BOOKS 1 & 2) 1992	3000-18	TAX DEPT	1993	20	2013	
R-1135	TAX ROLLS (BLISD-BOOKS 1 & 2) 1993	3000-18	TAX DEPT	1994	20	2014	
R-1136	TAX ROLLS (BISD-BOOK 1) 1993	3000-18	TAX DEPT	1994	20	2014	
R-1136	TAX ROLLS (EISD-BOOK 1) 1993	3000-18	TAX DEPT	1994	20	2014	
R-1137	TAX ROLLS (JISD-BOOKS 1 & 2) 1992	3000-18	TAX DEPT	1993	20	2013	
R-1138	TAX ROLLS (JISD-BOOK 3) 1992	3000-18	TAX DEPT	1993	20	2013	
R-1139	TAX ROLLS (JISD) 1989	3000-18	TAX DEPT	1990	20	2010	
R-1139	TAX ROLLS (JISD) 1989	3000-18	TAX DEPT	1990	20	2010	
R-1140	TAX ROLLS (JISD-BOOKS 1 & 2 OF 4) 1993	3000-18	TAX DEPT	1994	20	2014	
R-1141	TAX ROLLS (JISD-BOOKS 3 & 4 OF 4) 1993	3000-18	TAX DEPT	1994	20	2014	
R-1142	TAX ROLLS (KISD-BOOK 1 OF 1) 1993	3000-18	TAX DEPT	1994	20	2014	
R-1143	DUPLICATE TAX ROLL (BLISD) 1994	1000-26-c	TAX DEPT	1995	1	1996	

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R-1144	DEPOSIT SLIPS 89-91	1025-28	TAX DEPT	1991	5	1996	
R-1144	TAX ROLLS (JISD) 1975	3000-18	TAX DEPT	1976	20	1996	
R-1145	TAX COLLECTION REPORT (JISD) 48-62 (NOV-AUG)	3000-11-a3	TAX DEPT	1963	100	PERMANENT	
R-1145	TAX COLLECTION REPORT, MONTHLY 82-86 (NOV-AUG)	3000-11-a3	TAX DEPT	1987	100	PERMANENT	
R-1146	CERTIFIED APPRAISAL ROLL (JISD) 1984	2975-06-a	APPRAISAL/MAP	1985	100	PERMANENT	
R-1146	CERTIFIED APPRAISAL ROLL (JISD) 1988	2975-06-a	APPRAISAL/MAP	1989	100	PERMANENT	
R-1147	TAX ROLLS (BLISD) 1986	3000-18	TAX DEPT	1987	20	2007	
R-1147	TAX ROLLS (JISD) 1986	3000-18	TAX DEPT	1987	20	2007	
R-1148	CERTIFIED APPRAISAL ROLL (JCAD) 1990	2975-06-a	APPRAISAL/MAP	1991	100	PERMANENT	
R-1149	CERTIFIED APPRAISAL ROLL (JISD) 1990	2975-06-a	APPRAISAL/MAP	1991	100	PERMANENT	
R-1150	TAX ROLLS (RCMUD) 1990	3000-18	TAX DEPT	1991	20	2011	
R-1151	TAX ROLLS (JISD) 1984	3000-18	TAX DEPT	1985	20	2005	
R-1152	END-OF-MONTH COLLECTIONS 89/90 (SEP-SEP)	3000-11-a3	TAX DEPT	1991	100	PERMANENT	
R-1153	TAX ROLLS (JISD-BOOKS 2 & 3) 1988	3000-18	TAX DEPT	1989	20	2009	
R-1154	TAX ROLLS (BLISD) 1987	3000-18	TAX DEPT	1988	20	2008	
R-1155	APPRAISAL DISTRICT REPORT OF TAX VALUE PROTEST 1983	2950-02	APPRAISAL/MAP	1984	100	PERMANENT	
R-1156	CERTIFIED APPRAISAL ROLL (JCAD) (BOOK 1 OF 9) 1988	2975-06-a	APPRAISAL/MAP	1989	100	PERMANENT	
R-1156	CERTIFIED APPRAISAL ROLL (JCAD) (BOOK 2 OF 9) 1988	2975-06-a	APPRAISAL/MAP	1989	100	PERMANENT	
R-1156	CERTIFIED APPRAISAL ROLL (JCAD) (BOOK 3 OF 9) 1988	2975-06-a	APPRAISAL/MAP	1989	100	PERMANENT	
R-1157	CERTIFIED APPRAISAL ROLL (JCAD) (BOOK 4 OF 9) 1988	2975-06-a	APPRAISAL/MAP	1989	100	PERMANENT	
R-1157	CERTIFIED APPRAISAL ROLL (JCAD) (BOOK 5 OF 9) 1988	2975-06-a	APPRAISAL/MAP	1989	100	PERMANENT	
R-1157	CERTIFIED APPRAISAL ROLL (JCAD) (BOOK 6 OF 9) 1988	2975-06-a	APPRAISAL/MAP	1989	100	PERMANENT	

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BOX #	RECORD NAME	ITEM #	DEPT	REC YEAR	RETAIN YEARS	DEST YEAR	LOCATION/ DISPOSITION
R-1158	CERTIFIED APPRAISAL ROLL (JCAD) (BOOK 7 OF 9) 1988	2975-06-a	APPRAISAL/MAP	1989	100	PERMANENT	
R-1158	CERTIFIED APPRAISAL ROLL (JCAD) (BOOK 8 OF 9) 1988	2975-06-a	APPRAISAL/MAP	1989	100	PERMANENT	
R-1158	CERTIFIED APPRAISAL ROLL (JCAD) (BOOK 9 OF 9) 1988	2975-06-a	APPRAISAL/MAP	1989	100	PERMANENT	
R-1159	APPRAISAL ROLLS, CERTIFIED (JISD) 1993	3000-02-a	TAX DEPT	1994	3	1997	
R-1160	HEARING RECORDS-ARB 1982	2950-02	APPRAISAL/MAP	1983	100	PERMANENT	
R-1161	BACK-UP SHEETS (BISD) 1991	1025-28	TAX DEPT	1992	5	1997	
R-1161	BATCH DEPOSIT SLIPS (JISD) 1991	1025-28	TAX DEPT	1992	5	1997	
R-1161	RETURNED DELINQUENT TAX NOTICES (RCMUD) 1991	3000-09-b	TAX DEPT	1992	5	1997	
R-1162	BATCH DEPOSIT SLIPS (JISD) 1991	1025-28	TAX DEPT	1992	5	1997	
R-1163	TAX RECEIPTS (BISD, JISD, KISD) 1993	3000-16	TAX DEPT	1994	3	1997	
R-1164	EMPLOYEE PERSONNEL FOLDERS (JCAD) 1984	1050-12	ADMINISTRATION	1984	100	PERMANENT	
R-1165	TAX RECEIPTS (RCMUD) 1992	3000-16	TAX DEPT	1993	3	1996	
R-1166	TAX ROLLS (JISD) 1994	3000-18	TAX DEPT	1995	20	2015	
R-1167	TAX ROLLS (JISD, BLISD) 1994	3000-18	TAX DEPT	1995	20	2015	
R-1168	TAX ROLLS (EISD, BISD) 1994	3000-18	TAX DEPT	1995	20	2015	
R-1169	TAX ROLLS (KISD) 1994	3000-18	TAX DEPT	1995	20	2015	
R-1170	TAX COLLECTION REPORT, MONTHLY (BLISD) 91/92	3000-11-a3	TAX DEPT	1993	100	PERMANENT	
R-1170	TAX COLLECTION REPORT, MONTHLY (BLISD) 91/92	3000-11-a3	TAX DEPT	1993	100	PERMANENT	
R-1170	TAX COLLECTION REPORT, MONTHLY (KISD) 91/92	3000-11-a3	TAX DEPT	1993	100	PERMANENT	
R-1170	TAX COLLECTION REPORT, MONTHLY 91/92	3000-11-a3	TAX DEPT	1993	100	PERMANENT	
R-1171	TAX ROLLS (RCMUD) 1991	3000-18	TAX DEPT	1992	20	2012	
R-1172	GENERAL LEDGER (JCAD) 1990	1025-30-a1	TAX DEPT	1991	5	1996	
R-1172	GENERAL LEDGER (JCAD) 1990	1025-30-a1	TAX DEPT	1991	5	1996	

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R-1173	GENERAL LEDGER (JCAD) 1992	1025-30-a1	TAX DEPT	1993	5	1998	
R-1174	GENERAL LEDGER (JCAD) 1991	1025-30-a1	TAX DEPT	1992	5	1997	
R-1175	PAYROLL REGISTER (JCAD) 1991	1050-52-b	ADMINISTRATION	1991	100	PERMANENT	
R-1176	TAX ENTITY FILES (SPECIAL DISTRICTS) 83-95	1000-05	ADMINISTRATION	1995	100	PERMANENT	
R-1177	SUPPORTING DOCUMENTATION FOR APPRAISAL ROLLS 93-95	2975-14	ADMINISTRATION	1996	5	2001	
R-1178	RENDITIONS 1994	2975-16-b	APPRAISAL/MAP	1995	5	2000	
R-1179	RENDITIONS 93/94	2975-16-b	APPRAISAL/MAP	1995	5	2000	
R-1180	RENDITIONS 1993	2975-16-b	APPRAISAL/MAP	1994	5	1999	
R-1181	RENDITIONS 1992	2975-16-b	APPRAISAL/MAP	1993	5	1998	
R-1182	RENDITIONS 1991	2975-16-b	APPRAISAL/MAP	1992	5	1997	
R-1183	RENDITIONS 1991	2975-16-b	APPRAISAL/MAP	1992	5	1997	
R-1184	RENDITIONS 1990	2975-16-b	APPRAISAL/MAP	1991	5	1996	
R-1185	RENDITIONS 1990	2975-16-b	APPRAISAL/MAP	1991	5	1996	
R-1186	BIDS 89-92	1075-01-a	ADMINISTRATION	1993	3	1996	
R-1187	TAX COLLECTION REPORT, MONTHLY (EISD) 91/92	3000-11-a3	TAX DEPT	1993	100	PERMANENT	
R-1187	TAX COLLECTION REPORT, MONTHLY (JISD) 91/92	3000-11-a3	TAX DEPT	1993	100	PERMANENT	
R-1187	TAX COLLECTION REPORT, MONTHLY (KISD) 1992	3000-11-a3	TAX DEPT	1993	100	PERMANENT	
R-1188	APPRAISAL ROLLS (BLISD-1 BOOK) 1992	3000-02-a	TAX DEPT	1993	3	1996	
R-1188	APPRAISAL ROLLS (KISD-2 BOOKS) 1992	3000-02-a	TAX DEPT	1993	3	1996	
R-1189	APPRAISAL ROLLS (BISD-2 BOOKS) 1992	3000-02-a	TAX DEPT	1993	3	1996	
R-1189	CERTIFIED APPRAISAL ROLL (EISD) 1992	3000-02-a	TAX DEPT	1993	3	1996	

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R-1190	CERTIFIED APPRAISAL ROLL (KISD) 1993	3000-02-a	TAX DEPT	1994	3	1997	
R-1190	CERTIFIED APPRAISAL ROLL (RCMUD) 1993	3000-02-a	TAX DEPT	1994	3	1997	
R-1191	CERTIFIED APPRAISAL ROLL (RCMUD) 1992	3000-02-a	TAX DEPT	1993	3	1996	
R-1192	TAX ROLLS (JISD) 1993	3000-18	TAX DEPT	1994	20	2014	
R-1193	APPRAISAL ROLLS, CERTIFIED (KISD, EISD, JISD) 1993	3000-02-a	TAX DEPT	1994	3	1997	
R-1194	TAX RECEIPTS, AUDIT COPIES, APPRAISAL NOTICES FISCAL YEAR 1992	3000-16	TAX DEPT	1993	3	1996	
R-1195	CURRENT/DELINQUENT TAXES, PENALTIES REPORT (JISD) 50-70	3000-11-a3	TAX DEPT	1971	100	PERMANENT	
R-1196	BATCH DEPOSITS/PAYMENTS (JCAD) 93-95 (MAR-MAR)	1025-28	ADMINISTRATION	1996	5	2001	
R-1197	GED BOOKS (BLISD) 1988	2975-06-a	APPRAISAL/MAP	1989	100	PERMANENT	
R-1198	INVOICES & SUPPORTING DOCUMENTS 1993	1025-26	ADMINISTRATION	1994	3	1997	
R-1199	INVOICES & SUPPORTING DOCUMENTS 1993	1025-26	ADMINISTRATION	1994	3	1997	
R-1203	TAX ROLLS (JISD) 1987	3000-18	TAX DEPT	1988	20	2008	
R-1204	TAX ROLLS (JISD) 1988	3000-18	TAX DEPT	1989	20	2009	
R-1205	TAX ROLLS (JISD) 1982	3000-18	TAX DEPT	1983	100	PERMANENT	
R-1206	DELINQUENT TAX COLLECTION REPORT 1988	3000-11-a3	TAX DEPT	1989	100	PERMANENT	
R-1206	TAX COLLECTION REPORT, MONTHLY 1989	3000-11-a3	TAX DEPT	1990	100	PERMANENT	
R-1206	TAX COLLECTION REPORT, MONTHLY 1991	3000-11-a3	TAX DEPT	1982	100	PERMANENT	
R-1206	TAX COLLECTION REPORT, MONTHLY 86/87	3000-11-a3	TAX DEPT	1988	100	PERMANENT	
R-1206	TAX ROLLS (JISD) 1981	3000-18	TAX DEPT	1982	100	PERMANENT	
R-1207	DEPOSIT BACK-UP SHEETS 90-92	1025-28	TAX DEPT	1992	5	1997	
R-1208	TAX RECEIPTS (1992 AUDIT COPY) 1992	3000-16	TAX DEPT	1993	3	1996	

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R-1209	VEHICLE LISTS 94/95	2975-14	APPRAISAL/MAP	1996	5	2001	
R-1210	RETURNED DELINQUENT TAX NOTICES 1993	3000-09-b	TAX DEPT	1994	5	1999	
R-1211	AUDIT REPORTS (JCED) 91-95	1025-01-a	ADMINISTRATION	1995	100	PERMANENT	
R-1211	AUDIT REPORTS-JCAD GENERAL PURPOSE 82-94	1025-01-a	ADMINISTRATION	1995	100	PERMANENT	
R-1211	AUDIT REPORTS-JCAD RETIREMENT PLAN 1991	1025-01-a	ADMINISTRATION	1992	100	PERMANENT	
R-1211	AUDIT REPORTS-JCAD RETIREMENT PLAN 93/94	1025-01-a	ADMINISTRATION	1995	100	PERMANENT	
R-1211	BUDGETS 81-94	1025-04-a	ADMINISTRATION	1995	100	PERMANENT	
R-1212	INVOICES & SUPPORTING DOCUMENTS 1992	1025-26	ADMINISTRATION	1993	3	1996	
R-1213	INVOICES & SUPPORTING DOCUMENTS 1992	1025-26	ADMINISTRATION	1993	3	1996	
R-1214	INTERNAL REVENUE SERVICE RECORDS 92-94	1050-53-b	ADMINISTRATION	1995	4	1999	
R-1215	INVOICES & SUPPORTING DOCUMENTS 1994	1025-26	ADMINISTRATION	1995	3	1998	
R-1216	INVOICES & SUPPORTING DOCUMENTS 1994	1025-26	ADMINISTRATION	1995	3	1998	
R-1217	DELINQUENT TAX COLLECTION REPORT (JISD) 1994	3000-11-a3	TAX DEPT	1995	100	PERMANENT	
R-1217	DELINQUENT TAX COLLECTION REPORT (KISD) 1994	3000-11-a3	TAX DEPT	1995	100	PERMANENT	
R-1218	DELINQUENT TAX COLLECTION REPORT (BISD) 1994	3000-11-a3	TAX DEPT	1995	100	PERMANENT	
R-1218	DELINQUENT TAX COLLECTION REPORT (EISD) 1994	3000-11-a3	TAX DEPT	1995	100	PERMANENT	
R-1219	DELINQUENT TAX COLLECTION REPORT (BISD) 91/92 (OCT-AUG)	3000-11-a3	TAX DEPT	1993	100	PERMANENT	
R-1219	DELINQUENT TAX COLLECTION REPORT (BISD) 91/92 (OCT-AUG)	3000-11-a3	TAX DEPT	1993	100	PERMANENT	
R-1219	DELINQUENT TAX COLLECTION REPORT (JCAD) 91/92	3000-11-a3	TAX DEPT	1993	100	PERMANENT	
R-1220	CERTIFIED APPRAISAL ROLL (BISD) 1993	3000-02-a	TAX DEPT	1994	3	1997	
R-1220	CERTIFIED APPRAISAL ROLL (BLISD) 1993	3000-02-a	TAX DEPT	1994	3	1997	
R-1220	CERTIFIED APPRAISAL ROLL (EISD) 1993	3000-02-a	TAX DEPT	1994	3	1997	
R-1221	CERTIFIED APPRAISAL ROLL (JISD-2 BOOKS) 1993	3000-02-a	TAX DEPT	1994	3	1997	
R-1222	CERTIFIED APPRAISAL ROLL (JISD-3 BOOKS) 1992	3000-02-a	TAX DEPT	1993	3	1996	

# REQUEST FOR AUTHORITY TO DESTROY UNSCHEDULED RECORDS

## LOCAL GOVERNMENTS ONLY

Texas State Library - State and Local Records Management Division

SLR 501 (11/92) (Replaces Form LRD 200)

Refer to instructions on reverse before completing.

Use typewriter or computer to complete this form.

SLR Control Number (SLRMD Use Only)

<b>SUBMIT REQUEST TO:</b> Texas State Library State and Local Records Management Division Box 12927 Austin, Texas 78711-2927 (512) 454-2705	<b>SUBMITTING OFFICE:</b> Government Jasper CAD
	Office Records Management Officer
	Address P.O. Box 1300
	City Jasper, Texas Zip 75951 Phone (409) 384-2544

**CERTIFICATIONS: (Check Appropriate Block)**

- I hereby certify that the records to be disposed of are correctly listed below and that their destruction will be carried out in accordance with Local Government Code §202.003.
- I hereby certify that the records listed below have been microfilmed in strict accordance with Local Government Code, Chapter 204, and the rules adopted under it. The destruction of the original records will be carried out in accordance with Local Government Code §202.003 and the microfilm copy will be maintained as the original records.

Name and Title David Luther-Records Management Officer

Signature *David Luther* Date 12/4/96

RECORD NUMBER	RECORDS SERIES TITLE	INCLUSIVE DATES	QUANTITY (in cubic feet)
(See Attached Printout)			

<input type="checkbox"/> The destruction of the records listed above is approved. <input type="checkbox"/> The destruction of the records listed above is approved subject to the conditions in the attached letter. <input type="checkbox"/> The destruction of the records listed above is <b>NOT APPROVED</b> for reasons stated in the attached letter.	<b>FOR THE COMMISSION</b>
	Title _____
	Date _____

REQUEST FOR AUTHORIZATION TO DESTROY UNSCHEDULED RECORDS  
FORM SLR 501

**JASPER CAD**

JASPER, TEXAS

FILING DATE: 8/5/96

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ITEM #	RECORD NAME	INCLUSIVE DATES	QUANTITY (CU FT)
1000-06	PETITIONS	1983 - 1984	1.70
1000-26-a	POLICY AND PROGRAM DEVELOPMENT MATERIAL	1981 - 1990	6.80
1000-26-b	ADMINISTRATIVE CORRESPONDENCE	1983 - 1993	18.70
1000-26-c	ROUTINE ADMIN FILES, MEMOS, NOTES	1983 - 1994	23.80
1000-31	LITIGATION CASE FILES	1988 - 1990	5.10
1025-07-a	FINANCIAL REPORTS - MONTHLY, BIMONTHLY, QUARTERLY, SEMI-ANNUAL	1974 - 1975	1.70
1025-26	CLAIMS, INVOICES, COPIES OF CHECKS & PURCHASE ORDERS	1984 - 1992	23.80
1025-27	CASH RECEIPTS	1973 - 1974	1.70
1025-28	BANK STATEMENTS, CANCELLED CHECKS	1968 - 1990	15.30
1025-28	CHECK REGISTERS, DEPOSIT SLIPS	1976 - 1990	34.00
1025-30-a1	GENERAL LEDGER FOR AUDITED YEARS	1986 - 1990	6.80
1025-30-d	JOURNAL VOUCHERS, ENTRY DOCUMENTATION	1989 - 1990	1.70
1025-31-a	TRANSACTIONS SUMMARY DAILY	1983 - 1992	3.40
1050-08-a	EMPLOYEE BENEFIT PLANS	1987 - 1988	1.70
1050-08-b2B	ENROLLMENT FORMS FOR LIFE/HEALTH/DISABLE INSUR	1990 - 1991	1.70
1050-14	APPLICATIONS/TRANSCRIPTS/LETTERS ETC	1991 - 1992	1.70
1075-01-b	BIDS, UNSUCCESSFUL	1987 - 1988	1.70
1075-03-d	VENDOR/COMMODITY LISTS	1990 - 1991	1.70
2975-02-a	PROPERTY RECORD CARDS (APPRAISAL DISTRICTS)	1982 - 1986	5.10
2975-03	APPRAISAL CORRESPONDENCE WITH PROPERTY OWNERS	1989 - 1992	6.80
2975-05	APPRAISAL MONITORING DOCUMENTATION	1973 - 1988	18.70
2975-07-a1	ONE TIME APPROVED APP FOR EXEMPT OR SPEC APPRAISAL	1973 - 1982	3.40
2975-09-c	MAIL RETURNED AS UNDELIVERABLE	1989 - 1991	3.40
2975-11	NOTICE TO TAXPAYERS	1983 - 1994	8.50
2975-12	PROPERTY OWNERS ALPHA INDEX	1983 - 1994	42.50
2975-13	PROPERTY TRANSFER DOCS	1980 - 1983	3.40
2975-14	PROPERTY VALUE DOCUMENTATION	1984 - 1992	6.80
2975-16-a1	APPROVED APP FOR ALLOCATION OF PROPERTY VALUE	1980 - 1990	11.90
2975-16-d	INVENTORIES OF PROPERTY	1956 - 1983	28.90
2975-20	TAX MAPS AND PLATS	1971 - 1986	11.90
3000-01	APPRAISAL DISTRICT BUDGET & AMENDMENTS (TAX UNIT)	1984 - 1989	3.40
3000-02-a	APPRAISAL ROLLS/AMENDMENTS AND NOTICES (TAX UNIT)	1984 - 1992	27.20
3000-02-b	PRELIMINARY APPRAISAL ROLLS	1986 - 1994	27.20
3000-05-a	DELINQUENT TAX ROLLS, IF PAYMENT ON REGISTER	1973 - 1994	42.50
3000-05-c	LIST OF DELINQUENT OR INSOLVENT TAXPAYER	1983 - 1994	20.40
3000-09-a	TAX BILLS OR STATEMENTS	1979 - 1994	59.50
3000-09-b	TAX BILLS OR STATEMENTS RETURNED BY POST OFFICE OR OTHER MAIL DELIVERY SERVICE.	1989 - 1993	8.50
3000-10-a	TAX CERTIFICATES	1987 - 1993	8.50
3000-10-b	REQUEST FOR TAX CERTIFICATES	1991 - 1992	1.70

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ITEM #	RECORD NAME	INCLUSIVE DATES	QUANTITY (CU FT)
3000-12	CORRESPONDENCE BETWEEN TAX UNIT-TAXPAYERS	1987 - 1991	5.10
3000-16	TAX RECEIPTS; COPIES/STUBS OF RECEIPTS	1952 - 1992	147.90
3000-18	TAX ROLLS OF REAL PROPERTY	1943 - 1975	17.00
3000-18-c	PRELIMINARY/DRAFT TAX ROLLS	1978 - 1992	11.90
3000-19-a	NOTICES OF SALE, PERTINENT CORR ON FORECLOSURE	1935 - 1990	10.20
3100-10-b1	VOTER REG LISTS INC ABSENTEE VOTING PRIOR 3-1-86	1982 - 1983	1.70
TOTAL CUBIC FEET			697.00

**ALPHABETICAL LIST OF RECORDS TO DESTROY**  
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RECORD NAME	ITEM #	CONTAINER	DEPARTMENT	RECORD YEAR
ACCOUNTS PAYABLE 1990	1025-26	D-5124	ADMINISTRATION	1991
ADMINISTRATIVE APPRAISAL CORRESPONDENCE 1991	1000-26-b	D-5085	ADMINISTRATION	1991
ADMINISTRATIVE APPRAISAL CORRESPONDENCE 1992	1000-26-b	D-5086	ADMINISTRATION	1993
ADMINISTRATIVE CORRESPONDENCE (CHIEF APPRAISER) 80/81	1000-26-a	D-5139	APPRAISAL/MAP	1982
ADMINISTRATIVE CORRESPONDENCE (CHIEF APPRAISER) 80/81	1000-26-a	D-5140	APPRAISAL/MAP	1982
ADMINISTRATIVE CORRESPONDENCE (CHIEF APPRAISER) 83-89	1000-26-a	D-5134	APPRAISAL/MAP	1990
ADMINISTRATIVE CORRESPONDENCE MAIL LOGS 88-90	1000-26-b	D-5312	APPRAISAL/MAP	1991
ADMINISTRATIVE CORRESPONDENCE ROSTER OF TAXPAYERS WHO PAID USE/SALES TAXES 84-86	1000-26-b	D-5011	APPRAISAL/MAP	1987
ADMINISTRATIVE FILES 80-92	1000-26-b	D-5332	ADMINISTRATION	1993
ADMINISTRATIVE FILES 87/88	1000-26-b	D-5308	APPRAISAL/MAP	1989
ADMINISTRATIVE MATERIALS, APPRAISAL CONCEPTS 1983	1000-26-b	D-5173	ADMINISTRATION	1984
ADMINISTRATIVE MATERIALS/CORRESPONDENCE 82/83	1000-26-b	D-5077	ADMINISTRATION	1984
ADMINISTRATIVE MISCELLANEOUS APPRAISAL CORRESPONDENCE 1991	1000-26-b	D-5337	ADMINISTRATION	1992
ADMINISTRATIVE MISCELLANEOUS CORRESPONDENCE 1987	1000-26-b	D-5093	ADMINISTRATION	1988
ADMINISTRATIVE NOTES 1983	1000-26-c	D-5005	ADMINISTRATION	1984
ADMINISTRATIVE NOTES 1985	1000-26-c	D-5035	APPRAISAL/MAP	1986
ADMINISTRATIVE NOTES 1985	1000-26-c	D-5175	APPRAISAL/MAP	1986
ADMINISTRATIVE NOTES 1990	1000-26-c	D-5012	ADMINISTRATION	1991
ADMINISTRATIVE RECORDS (MISCELLANEOUS) 1990	1000-26-c	D-5013	ADMINISTRATION	1991
ALPHABETICAL CROSS REFERENCE LISTING (2 BOOKS) 1984	2975-12	D-5070	APPRAISAL/MAP	1985
ALPHABETICAL CROSS REFERENCE LISTING (BOOKS 1-3) 1989	2975-12	D-5070	APPRAISAL/MAP	1990
ALPHABETICAL CROSS REFERENCE LISTING (JCAD) 1990	2975-12	D-5071	APPRAISAL/MAP	1991
ALPHABETICAL CROSS REFERENCE LISTING (JCAD) 1991	2975-12	D-5148	APPRAISAL/MAP	1992
ALPHABETICAL CROSS REFERENCE LISTING (JCAD) 1991	2975-12	D-5170	APPRAISAL/MAP	1992
ALPHABETICAL CROSS REFERENCE LISTING (JCAD) 1992	2975-12	D-5146	APPRAISAL/MAP	1993
ALPHABETICAL CROSS REFERENCE LISTING 1983	2975-12	D-5070	APPRAISAL/MAP	1984
ALPHABETICAL CROSS REFERENCE LISTING 1984	2975-12	D-5011	APPRAISAL/MAP	1985
ALPHABETICAL CROSS REFERENCE LISTING 1984	2975-12	D-5068	APPRAISAL/MAP	1985
ALPHABETICAL CROSS REFERENCE LISTING 1986	2975-12	D-5070	APPRAISAL/MAP	1987
ALPHABETICAL CROSS REFERENCE LISTING 1987	2975-12	D-5069	APPRAISAL/MAP	1988
ALPHABETICAL CROSS REFERENCE LISTING 1987	2975-12	D-5070	APPRAISAL/MAP	1988

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NOTE: IN ACCORDANCE WITH TSLAC THIS DOCUMENT MUST BE RETAINED PERMANENTLY UNDER ITEM #1000-40-b.

(signature of RMO)

I CERTIFY THAT THE RECORDS LISTED ABOVE WERE DESTROYED ON \_\_\_\_\_ IN ACCORDANCE WITH THE TEXAS LOCAL GOVERNMENT RECORDS LAW.



**ALPHABETICAL LIST OF RECORDS TO DESTROY  
JASPER CAD**

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RECORD NAME	ITEM #	CONTAINER	DEPARTMENT	RECORD YEAR
ALPHABETICAL CROSS REFERENCE LISTING 1988	2975-12	D-5069	APPRAISAL/MAP	1989
ALPHABETICAL CROSS REFERENCE LISTING 1988	2975-12	D-5070	APPRAISAL/MAP	1989
ALPHABETICAL CROSS REFERENCE LISTING 1989	2975-12	D-5069	APPRAISAL/MAP	1990
ALPHABETICAL CROSS REFERENCE LISTING 1989	2975-12	D-5070	APPRAISAL/MAP	1990
ALPHABETICAL CROSS REFERENCE LISTING 1990	2975-12	D-5066	APPRAISAL/MAP	1991
ALPHABETICAL CROSS REFERENCE LISTING 1990	2975-12	D-5068	APPRAISAL/MAP	1991
ALPHABETICAL CROSS REFERENCE LISTING 1990	2975-12	D-5069	APPRAISAL/MAP	1991
APPRAISAL CARD WORKSHEETS 1983	1000-26-c	D-5045	APPRAISAL/MAP	1984
APPRAISAL DATA CARDS 1983	2975-02-a	D-5095	APPRAISAL/MAP	1984
APPRAISAL DATA CARDS 1985	2975-02-a	D-5087	APPRAISAL/MAP	1986
APPRAISAL DATA RECORDS 1990	2975-14	D-5106	APPRAISAL/MAP	1990
APPRAISAL DATA RECORDS 1991	2975-14	D-5049	APPRAISAL/MAP	1992
APPRAISAL DISTRICT STUDY 1984	2975-14	D-5051	APPRAISAL/MAP	1985
APPRAISAL LOG ROLLS (BLISD) 1987	3000-02-a	D-5059	APPRAISAL/MAP	1988
APPRAISAL LOG ROLLS (JISD) 1987	3000-02-a	D-5028	APPRAISAL/MAP	1988
APPRAISAL LOG ROLLS 1990	3000-02-a	D-5072	TAX DEPT	1991
APPRAISAL NOTICES 1986	3000-02-a	D-5309	APPRAISAL/MAP	1987
APPRAISAL NOTICES 1987	3000-02-a	D-5051	APPRAISAL/MAP	1988
APPRAISAL NOTICES, OFFICE COPY (BISD) 1991	2975-03	D-5174	APPRAISAL/MAP	1992
APPRAISAL ROLL WORKSHEET (BLISD) 1984	3000-01	D-5011	APPRAISAL/MAP	1985
APPRAISAL ROLL WORKSHEET (JISD) 1988	3000-01	D-5014	APPRAISAL/MAP	1989
APPRAISAL ROLLS (BISD) 1986	3000-02-a	D-5053	APPRAISAL/MAP	1987
APPRAISAL ROLLS (BISD-2 BOOKS) 1992	3000-02-b	D-5169	TAX DEPT	1993
APPRAISAL ROLLS (BLISD) 1984	3000-02-a	D-5051	APPRAISAL/MAP	1985
APPRAISAL ROLLS (BLISD) 1986	3000-02-a	D-5048	APPRAISAL/MAP	1987
APPRAISAL ROLLS (BLISD) 1989	3000-02-a	D-5108	APPRAISAL/MAP	1990
APPRAISAL ROLLS (BLISD-1 BOOK) 1992	3000-02-b	D-5170	TAX DEPT	1993
APPRAISAL ROLLS (JISD) 1987	3000-02-a	D-5105	APPRAISAL/MAP	1988
APPRAISAL ROLLS (JISD-2 BOOKS) 1989	3000-02-a	D-5071	TAX DEPT	1990
APPRAISAL ROLLS (JISD-3 BOOKS) (RCMUD- 2 BOOKS) 1991	3000-02-a	D-5148	TAX DEPT	1992
APPRAISAL ROLLS (JISD-3 BOOKS) 1991	3000-02-a	D-5147	TAX DEPT	1991
APPRAISAL ROLLS, CERTIFIED (BLISD-2 BOOKS) 1987	3000-02-a	D-5179	TAX DEPT	1988
APPRAISAL ROLLS, CERTIFIED (BLISD-2 BOOKS) 1988	3000-02-a	D-5179	TAX DEPT	1989

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## ALPHABETICAL LIST OF RECORDS TO DESTROY

## JASPER CAD

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RECORD NAME	ITEM #	CONTAINER	DEPARTMENT	RECORD YEAR
APPRAISAL ROLLS, CERTIFIED (BLISD-2 BOOKS) 1989	3000-02-a	D-5179	TAX DEPT	1990
AUDIT REPORTS, EXTRA COPIES OF 90-93	1000-26-c	D-5331	ADMINISTRATION	1994
BACK-UP SHEETS (RCMUD) 1989	1025-28	D-5094	TAX DEPT	1990
BACK-UP SHEETS (RCMUD) 1989	1025-28	D-5098	TAX DEPT	1990
BACK-UP SHEETS 86/87	1025-28	D-5048	ADMINISTRATION	1987
BACK-UP SHEETS 89/90	1025-28	D-5141	ADMINISTRATION	1990
BANK STATEMENTS 1968	1025-28	D-5060	ADMINISTRATION	1969
BANK STATEMENTS 1989	1025-28	D-5047	ADMINISTRATION	1990
BANK STATEMENTS 1989	1025-28	D-5116	ADMINISTRATION	1990
BANK STATEMENTS/CANCELLED CHECKS (JISD) 73-75	1025-28	D-5270	ADMINISTRATION	1975
BANK STATEMENTS/CANCELLED CHECKS (JISD) 76-78	1025-28	D-5278	ADMINISTRATION	1978
BANK STATEMENTS/CANCELLED CHECKS (JISD) 89/90	1025-28	D-5098	ADMINISTRATION	1990
BANK STATEMENTS/CANCELLED CHECKS 1986	1025-28	D-5171	ADMINISTRATION	1987
BANK STATEMENTS/CANCELLED CHECKS 88/89	1025-28	D-5009	ADMINISTRATION	1990
BANK STATEMENTS/CANCELLED CHECKS 89/90	1025-28	D-5081	ADMINISTRATION	1990
BANKRUPTCY CORRESPONDENCE (DMI INVESTMENTS) 1988	3000-19-a	D-5024	TAX DEPT	1989
BATCH DEPOSIT SLIPS (JISD) 1977	1025-28	D-5322	TAX DEPT	1978
BATCH DEPOSIT SLIPS (JISD) 1982	1025-28	D-5286	TAX DEPT	1983
BATCH DEPOSIT SLIPS (JISD) 1985	1025-28	D-5282	TAX DEPT	1986
BATCH DEPOSIT SLIPS 1988	1025-28	D-5023	TAX DEPT	1989
BATCH DEPOSIT SLIPS 85/86	1025-28	D-5009	ADMINISTRATION	1987
BATCH DEPOSIT SLIPS 86/87	1025-28	D-5007	ADMINISTRATION	1988
BATCH DEPOSIT SLIPS 87/88	1025-28	D-5000	ADMINISTRATION	1989
BATCH DEPOSITS/PAYMENTS (JISD) 1989	1025-28	D-5076	ADMINISTRATION	1990
BIDS FOR JCAD MAPPING SYSTEM 1987	1075-01-b	D-5336	ADMINISTRATION	1988
CASH RECEIPTS 1973	1025-27	D-5051	ADMINISTRATION	1974
CHECK DEFICIENCY LETTERS (JCAD) 1989	2975-03	D-5081	APPRAISAL/MAP	1990
CHECK STUBS 84-89	1025-28	D-5110	ADMINISTRATION	1989
CHECKING ACCOUNT DEPOSIT TICKETS 1984	1025-28	D-5024	TAX DEPT	1985
CHECKS, COPIES OF 1986	1025-26	D-5270	ADMINISTRATION	1986
CHECKS, COPIES OF 1989	1025-26	D-5116	ADMINISTRATION	1990
CHECKS, COPIES OF 1990	1025-26	D-5081	ADMINISTRATION	1990
CHECKS, COPIES OF 90/91	1025-26	D-5270	ADMINISTRATION	1991

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RECORD NAME	ITEM #	CONTAINER	DEPARTMENT	RECORD YEAR
DAILY BATCH TRANSACTION REPORTS (JCAD) 1991	1025-31-a	D-5337	TAX DEPT	1992
DAILY TRANSACTION REGISTERS 81-83 (NOV-JAN)	1025-31-a	D-5288	ADMINISTRATION	1984
DELINQUENT TAX NOTICES (JCAD) 1991	3000-09-a	D-5103	TAX DEPT	1992
DELINQUENT TAX NOTICES (JCAD) 1993	3000-09-a	D-5175	TAX DEPT	1994
DELINQUENT TAX NOTICES (JCAD) 1993	3000-09-a	D-5182	TAX DEPT	1994
DELINQUENT TAX NOTICES (JISD) 1987	3000-09-a	D-5024	TAX DEPT	1988
DELINQUENT TAX NOTICES (JISD) 1989	3000-09-a	D-5024	TAX DEPT	1990
DELINQUENT TAX NOTICES 1980	3000-09-a	D-5101	TAX DEPT	1981
DELINQUENT TAX NOTICES 1981	3000-09-a	D-5101	TAX DEPT	1982
DELINQUENT TAX NOTICES 1988	3000-09-a	D-5306	TAX DEPT	1989
DELINQUENT TAX NOTICES 1989	3000-09-a	D-5033	TAX DEPT	1990
DELINQUENT TAX NOTICES 1989	3000-09-a	D-5096	TAX DEPT	1990
DELINQUENT TAX NOTICES 1989	3000-09-a	D-5304	TAX DEPT	1990
DELINQUENT TAX NOTICES 1990	3000-09-a	D-5046	TAX DEPT	1991
DELINQUENT TAX NOTICES 1990	3000-09-a	D-5053	TAX DEPT	1991
DELINQUENT TAX NOTICES 1990	3000-09-a	D-5054	TAX DEPT	1991
DELINQUENT TAX NOTICES 1992	3000-09-a	D-5110	TAX DEPT	1993
DELINQUENT TAX NOTICES 1993	3000-09-a	D-5101	TAX DEPT	1994
DELINQUENT TAX NOTICES 88/89	3000-09-a	D-5034	TAX DEPT	1990
DELINQUENT TAX RECORDS (JCAD) 1988	3000-19-a	D-5182	TAX DEPT	1989
DELINQUENT TAX RECORDS (JISD) 1935	3000-19-a	D-5322	TAX DEPT	1936
DELINQUENT TAX RECORDS (JISD) 58-79	3000-19-a	D-5287	TAX DEPT	1980
DELINQUENT TAX ROLL ADJUSTMENTS (JCAD) 1991	3000-18-c	D-5325	TAX DEPT	1992
DELINQUENT TAX ROLLS (BISD) 1989	3000-05-a	D-5053	TAX DEPT	1990
DELINQUENT TAX ROLLS (BISD) 1990	3000-05-c	D-5065	APPRAISAL/MAP	1991
DELINQUENT TAX ROLLS (BLISD) 1985	3000-05-a	D-5108	TAX DEPT	1986
DELINQUENT TAX ROLLS (BLISD) 1987	3000-05-a	D-5108	TAX DEPT	1988
DELINQUENT TAX ROLLS (BLISD) 1988	3000-05-a	D-5178	APPRAISAL/MAP	1989
DELINQUENT TAX ROLLS (BLISD) 1988	3000-05-a	D-5108	TAX DEPT	1989
DELINQUENT TAX ROLLS (BLISD) 1989	3000-05-a	D-5104	TAX DEPT	1990
DELINQUENT TAX ROLLS (BLISD) 1990	3000-05-a	D-5108	TAX DEPT	1991
DELINQUENT TAX ROLLS (JCAD & BLISD-2 BOOKS) 1989	3000-05-a	D-5178	APPRAISAL/MAP	1990
DELINQUENT TAX ROLLS (JCAD) 1991	3000-05-a	D-5149	APPRAISAL/MAP	1992

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NOTE: IN ACCORDANCE WITH TSLAC THIS DOCUMENT MUST  
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(signature of RMO)

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ALPHABETICAL LIST OF RECORDS TO DESTROY  
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RECORD NAME	ITEM #	CONTAINER	DEPARTMENT	RECORD YEAR
DELINQUENT TAX ROLLS (JCAD) 1993	3000-05-a	D-5149	APPRAISAL/MAP	1994
DELINQUENT TAX ROLLS (JISD & JCED) 1993	3000-05-c	D-5144	APPRAISAL/MAP	1994
DELINQUENT TAX ROLLS (JISD) 1983	3000-05-c	D-5071	APPRAISAL/MAP	1984
DELINQUENT TAX ROLLS (JISD) 1985	3000-05-c	D-5069	APPRAISAL/MAP	1986
DELINQUENT TAX ROLLS (JISD) 1986	3000-05-c	D-5069	APPRAISAL/MAP	1987
DELINQUENT TAX ROLLS (JISD) 1986	3000-05-c	D-5072	APPRAISAL/MAP	1987
DELINQUENT TAX ROLLS (JISD) 1987	3000-05-c	D-5072	APPRAISAL/MAP	1988
DELINQUENT TAX ROLLS (JISD) 1988	3000-05-a	D-5146	APPRAISAL/MAP	1989
DELINQUENT TAX ROLLS (JISD) 1988	3000-05-c	D-5071	APPRAISAL/MAP	1989
DELINQUENT TAX ROLLS (JISD) 1988	3000-05-c	D-5072	APPRAISAL/MAP	1989
DELINQUENT TAX ROLLS (JISD) 1989	3000-05-a	D-5146	APPRAISAL/MAP	1990
DELINQUENT TAX ROLLS (JISD) 1989	3000-05-c	D-5071	APPRAISAL/MAP	1990
DELINQUENT TAX ROLLS (JISD) 1990	3000-05-c	D-5071	APPRAISAL/MAP	1991
DELINQUENT TAX ROLLS (JISD) 1990	3000-05-c	D-5072	APPRAISAL/MAP	1991
DELINQUENT TAX ROLLS (JISD) 63-80	3000-05-a	D-5108	TAX DEPT	1981
DELINQUENT TAX ROLLS (JISD) 87/88	3000-05-a	D-5146	APPRAISAL/MAP	1989
DELINQUENT TAX ROLLS (RCMUD) 1989	3000-05-a	D-5108	TAX DEPT	1990
DELINQUENT TAX ROLLS (RISD) 1993	3000-05-a	D-5171	APPRAISAL/MAP	1994
DELINQUENT TAX ROLLS 1980	3000-05-a	D-5017	TAX DEPT	1981
DELINQUENT TAX ROLLS 1983	3000-05-a	D-5306	TAX DEPT	1984
DELINQUENT TAX ROLLS 1986	3000-05-a	D-5105	TAX DEPT	1987
DELINQUENT TAX ROLLS 1989	3000-05-a	D-5038	TAX DEPT	1990
DELINQUENT TAX ROLLS 63-73	3000-05-a	D-5018	TAX DEPT	1974
DELINQUENT TAX ROLLS 74/75	3000-05-a	D-5017	TAX DEPT	1976
DELINQUENT TAX ROLLS 84-86	3000-05-a	D-5037	TAX DEPT	1987
DELINQUENT TAX ROLLS 86-89	3000-05-a	D-5109	TAX DEPT	1990
DELINQUENT TAX ROLLS 87/88	3000-05-a	D-5140	TAX DEPT	1989
DELINQUENT TAX STATEMENTS (JCAD) 1980	3000-09-a	D-5008	TAX DEPT	1981
DELINQUENT TAX STATEMENTS 1985	3000-09-a	D-5062	TAX DEPT	1986
DEPOSIT BACK-UP SHEETS 87-89	1025-28	D-5315	TAX DEPT	1989
DEPOSIT SLIPS (JISD) 1976	1025-28	D-5269	TAX DEPT	1977
DEPOSIT SLIPS (JISD) 1984	1025-28	D-5266	TAX DEPT	1985
DEPOSIT SLIPS (JISD) 1985	1025-28	D-5265	TAX DEPT	1986

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NOTE: IN ACCORDANCE WITH TSLAC THIS DOCUMENT MUST BE RETAINED PERMANENTLY UNDER ITEM #1000-40-b.

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(signature of RMO)

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ALPHABETICAL LIST OF RECORDS TO DESTROY  
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RECORD NAME	ITEM #	CONTAINER	DEPARTMENT	RECORD YEAR
DEPOSIT SLIPS 1988	1025-28	D-5024	TAX DEPT	1989
DEPOSIT SLIPS 89/90	1025-28	D-5116	ADMINISTRATION	1990
DUPLICATE CERTIFIED TAX ROLLS (JCAD) 1992	1000-26-c	D-5176	TAX DEPT	1993
DUPLICATE TAX REPORT (JCAD) 1992	1000-26-c	D-5177	TAX DEPT	1993
DUPLICATE TAX ROLL (BLISD) 1993	1000-26-c	D-5149	TAX DEPT	1994
DUPLICATE TAX ROLL (KISD) 1993	1000-26-c	D-5150	TAX DEPT	1994
EMPLOYMENT APPLICATIONS 83-91	1050-14	D-5332	ADMINISTRATION	1992
EXEMPTION APPLICATION FORMS (JISD) 1973	2975-07-a1	D-5322	TAX DEPT	1974
EXEMPTION APPLICATION FORMS (JISD) 1981	2975-07-a1	D-5268	TAX DEPT	1982
GENERAL LEDGER (JCAD) 1986	1025-30-a1	D-5338	TAX DEPT	1987
GENERAL LEDGER (JCAD) 1987	1025-30-a1	D-5339	TAX DEPT	1988
GENERAL LEDGER (JCAD) 1988	1025-30-a1	D-5338	TAX DEPT	1989
GENERAL LEDGER (JCAD) 1989	1025-30-a1	D-5338	TAX DEPT	1990
INSURANCE PERSONAL FILES 1991	1050-08-b2B	D-5116	ADMINISTRATION	1991
INVENTORY OF PROPERTY 1956	2975-16-d	D-5157	APPRAISAL/MAP	1957
INVENTORY OF PROPERTY 1975	2975-16-d	D-5175	APPRAISAL/MAP	1976
INVENTORY OF PROPERTY 1975	2975-16-d	D-5293	APPRAISAL/MAP	1976
INVENTORY OF PROPERTY 1977	2975-16-d	D-5148	APPRAISAL/MAP	1978
INVENTORY OF PROPERTY 1982	2975-16-d	D-5132	APPRAISAL/MAP	1983
INVENTORY OF PROPERTY 1982	2975-16-d	D-5138	APPRAISAL/MAP	1983
INVENTORY OF PROPERTY 55-58	2975-16-d	D-5137	APPRAISAL/MAP	1959
INVENTORY OF PROPERTY 59-61	2975-16-d	D-5126	APPRAISAL/MAP	1962
INVENTORY OF PROPERTY 62-64	2975-16-d	D-5117	APPRAISAL/MAP	1965
INVENTORY OF PROPERTY 65-67	2975-16-d	D-5115	APPRAISAL/MAP	1968
INVENTORY OF PROPERTY 68-70	2975-16-d	D-5133	APPRAISAL/MAP	1971
INVENTORY OF PROPERTY 70-72	2975-16-d	D-5112	APPRAISAL/MAP	1973
INVENTORY OF PROPERTY 73/74	2975-16-d	D-5111	APPRAISAL/MAP	1975
INVENTORY OF PROPERTY 75/76	2975-16-d	D-5131	APPRAISAL/MAP	1977
INVENTORY OF PROPERTY 77/78	2975-16-d	D-5135	APPRAISAL/MAP	1979
INVENTORY OF PROPERTY 79/80	2975-16-d	D-5128	APPRAISAL/MAP	1981
INVENTORY OF PROPERTY 81/82	2975-16-d	D-5118	APPRAISAL/MAP	1983
JCAD APPRAISAL COURSE MATERIALS 1989	1000-26-b	D-5075	ADMINISTRATION	1990
JOURNAL ENTRY ADJUSTMENTS 1990	1025-30-d	D-5081	ADMINISTRATION	1990

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## ALPHABETICAL LIST OF RECORDS TO DESTROY

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RECORD NAME	ITEM #	CONTAINER	DEPARTMENT	RECORD YEAR
LAWYER CORRESPONDENCE 1986	2975-05	D-5009	ADMINISTRATION	1987
LISTING OF BUSINESSES 1985	2975-12	D-5011	APPRAISAL/MAP	1986
MAPS & PLATS 1971	2975-20	D-5055	APPRAISAL/MAP	1972
MAPS & PLATS 1979	2975-20	D-5313	APPRAISAL/MAP	1980
MAPS & PLATS 1985	2975-20	D-5272	APPRAISAL/MAP	1986
MAPS & PLATS 1985	2975-20	D-5273	APPRAISAL/MAP	1986
MAPS & PLATS 1985	2975-20	D-5274	APPRAISAL/MAP	1986
MAPS & PLATS 1985	2975-20	D-5275	APPRAISAL/MAP	1986
MAPS & PLATS 1985	2975-20	D-5276	APPRAISAL/MAP	1986
NOTICES OF APPRAISED VALUE (JCAD) 1983	2975-11	D-5009	APPRAISAL/MAP	1984
NOTICES OF APPRAISED VALUE (JCAD) 1993	2975-11	D-5066	APPRAISAL/MAP	1994
NOTICES OF APPRAISED VALUE (JCAD) 1993	2975-11	D-5073	APPRAISAL/MAP	1994
NOTICES OF APPRAISED VALUE (JCAD) 1993	2975-11	D-5074	APPRAISAL/MAP	1994
NOTICES OF APPRAISED VALUE FORMS 1983	2975-11	D-5010	APPRAISAL/MAP	1984
NUMERIC CROSS REFERENCE LISTING (RCMUD) 1990	2975-03	D-5081	APPRAISAL/MAP	1991
NUMERIC CROSS REFERENCE LISTING 1990	2975-03	D-5081	APPRAISAL/MAP	1991
PERSONNEL INSURANCE FORMS/BENEFITS 1988	1050-08-a	D-5180	ADMINISTRATION	1988
PETITION, SCHOOL TAXES (JISD) 1983	1000-06	D-5171	APPRAISAL/MAP	1984
PHOTOS 1984	2975-05	D-5011	APPRAISAL/MAP	1985
PRELIMINARY APPRAISAL ROLLS (ALL) 1991	3000-02-b	D-5096	TAX DEPT	1992
PRELIMINARY APPRAISAL ROLLS (ALL) 1991	3000-02-b	D-5098	TAX DEPT	1992
PRELIMINARY APPRAISAL ROLLS (ALPHA) 1989	2975-12	D-5068	APPRAISAL/MAP	1990
PRELIMINARY APPRAISAL ROLLS (JCAD) 1989	3000-02-b	D-5146	TAX DEPT	1990
PRELIMINARY APPRAISAL ROLLS (JCAD) 1991	3000-02-b	D-5147	TAX DEPT	1992
PRELIMINARY APPRAISAL ROLLS (JCAD) 1993	3000-02-b	D-5145	TAX DEPT	1994
PRELIMINARY APPRAISAL ROLLS (JCAD-1 BOOK) 1993	3000-02-b	D-5170	TAX DEPT	1994
PRELIMINARY APPRAISAL ROLLS (JCAD-2 BOOKS) 1990	3000-02-b	D-5071	TAX DEPT	1991
PRELIMINARY APPRAISAL ROLLS (JISD-BOOKS 1-3) 1991	3000-02-b	D-5147	TAX DEPT	1992
PRELIMINARY APPRAISAL ROLLS (RCMUD-BOOKS 1 & 2) 1991	3000-02-b	D-5148	TAX DEPT	1992
PRELIMINARY APPRAISAL ROLLS 1986	3000-02-b	D-5307	APPRAISAL/MAP	1987
PRELIMINARY APPRAISAL ROLLS 1989	3000-02-b	D-5110	APPRAISAL/MAP	1990
PRELIMINARY APPRAISAL ROLLS 1989	3000-02-b	D-5311	APPRAISAL/MAP	1990
PRELIMINARY APPRAISAL ROLLS 1989	3000-02-b	D-5328	APPRAISAL/MAP	1990

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PRELIMINARY APPRAISAL ROLLS 1990	1000-26-c	D-5071	APPRAISAL/MAP	1991
PRELIMINARY APPRAISAL ROLLS 1990	3000-02-b	D-5020	TAX DEPT	1991
PROPERTY CHANGE FORMS (JCAD) 1980	2975-13	D-5337	TAX DEPT	1981
PROPERTY OWNERS ALPHA INDEX 1993	2975-12	D-5336	TAX DEPT	1994
PROPERTY OWNERS ALPHA INDEX 90/91	2975-12	D-5020	TAX DEPT	1992
PROPERTY RENDITIONS (RCMUD) 1980	2975-16-a1	D-5267	APPRAISAL/MAP	1981
PROPERTY RENDITIONS (RCMUD) 1985	2975-16-a1	D-5084	APPRAISAL/MAP	1986
PROPERTY RENDITIONS (RCMUD) 1987	2975-16-a1	D-5080	APPRAISAL/MAP	1988
PROPERTY RENDITIONS (RCMUD) 1989	2975-16-a1	D-5088	APPRAISAL/MAP	1990
PROPERTY RENDITIONS (RCMUD) 86/87	2975-16-a1	D-5030	APPRAISAL/MAP	1988
PROPERTY RENDITIONS, REAL 86-88	2975-16-a1	D-5084	APPRAISAL/MAP	1989
PROPERTY RENDITIONS/ALLOCATIONS (RCMUD) 1988	2975-16-a1	D-5029	APPRAISAL/MAP	1989
PROPERTY SALES LISTING, CHANGES 81/82	2975-13	D-5071	APPRAISAL/MAP	1983
PURCHASE ORDERS 85-87	1025-26	D-5270	ADMINISTRATION	1987
PURCHASE ORDERS/INVOICES 1990	1025-26	D-5081	ADMINISTRATION	1990
QUARTERLY REPORT OF MANUFACTURED HOMES INSTALLED 85/86	2975-12	D-5011	APPRAISAL/MAP	1987
REAL PROPERTY RECORD CARDS (JISD) 1982	2975-02-a	D-5320	TAX DEPT	1983
REQUEST FOR TAX CERTIFICATES (RCMUD) 1991	3000-10-b	D-5325	APPRAISAL/MAP	1992
RETURNED DELINQUENT TAX NOTICES 1989	3000-09-b	D-5003	TAX DEPT	1990
RETURNED MAIL 1989	2975-09-c	D-5013	APPRAISAL/MAP	1990
RETURNED MAIL 1990	2975-09-c	D-5013	APPRAISAL/MAP	1991
RETURNED TAX NOTICES (RCMUD) 1991	3000-09-b	D-5099	TAX DEPT	1992
RETURNED TAX NOTICES (RCMUD) 1992	3000-09-b	D-5100	TAX DEPT	1993
RETURNED TAX STATEMENTS 1989	3000-09-b	D-5050	TAX DEPT	1990
RETURNED TAX STATEMENTS 1990	3000-09-b	D-5319	TAX DEPT	1991
SALE CANCELLATION 1985	3000-19-a	D-5009	TAX DEPT	1986
SERVICE CALL RECEIPTS 1983	1000-26-c	D-5005	ADMINISTRATION	1984
SUPPORT INFORMATION, APPRAISAL (TIMBER) 1986	1000-26-a	D-5051	APPRAISAL/MAP	1987
SUPPORTING DOCUMENTATION FOR APPRAISAL ROLLS 86-88	2975-14	D-5183	ADMINISTRATION	1989
TAX CERTIFICATES (BLISD) 1987	3000-10-a	D-5009	TAX DEPT	1988
TAX CERTIFICATES (BLISD) 1990	3000-10-a	D-5028	TAX DEPT	1991
TAX CERTIFICATES (JCAD) 1992	3000-10-a	D-5094	TAX DEPT	1993
TAX CERTIFICATES (JISD) 1989	3000-10-a	D-5094	TAX DEPT	1990

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TAX CERTIFICATES (JISD) 1990	3000-10-a	D-5325	TAX DEPT	1991
TAX NOTICES (RCMUD) 1988	3000-09-a	D-5182	TAX DEPT	1989
TAX NOTICES 1979	3000-09-a	D-5271	TAX DEPT	1980
TAX NOTIFICATIONS 1980	3000-09-a	D-5323	TAX DEPT	1981
TAX RECEIPTS (BISD) 1991	3000-16	D-5327	TAX DEPT	1992
TAX RECEIPTS (BLISD) 1989	3000-16	D-5028	TAX DEPT	1990
TAX RECEIPTS (BLISD) 1990	3000-16	D-5028	TAX DEPT	1991
TAX RECEIPTS (BLISD) 1990	3000-16	D-5152	TAX DEPT	1991
TAX RECEIPTS (JISD) 1960	3000-16	D-5322	TAX DEPT	1961
TAX RECEIPTS (JISD) 1962	3000-16	D-5284	TAX DEPT	1963
TAX RECEIPTS (JISD) 1969	3000-16	D-5280	TAX DEPT	1970
TAX RECEIPTS (JISD) 1971	3000-16	D-5281	TAX DEPT	1972
TAX RECEIPTS (JISD) 1976	3000-16	D-5322	TAX DEPT	1977
TAX RECEIPTS (JISD) 1978	3000-16	D-5278	TAX DEPT	1979
TAX RECEIPTS (JISD) 1978	3000-16	D-5285	TAX DEPT	1979
TAX RECEIPTS (JISD) 1979	3000-16	D-5283	TAX DEPT	1980
TAX RECEIPTS (JISD) 1989	3000-16	D-5097	TAX DEPT	1990
TAX RECEIPTS (JISD) 58-61	3000-16	D-5279	TAX DEPT	1962
TAX RECEIPTS (JISD) 73-75	3000-16	D-5277	TAX DEPT	1976
TAX RECEIPTS (JISD) 77/78	3000-16	D-5102	TAX DEPT	1979
TAX RECEIPTS (JISD) 77/78	3000-16	D-5264	TAX DEPT	1979
TAX RECEIPTS (JISD) FISCAL YEAR 1983	3000-16	D-5172	TAX DEPT	1984
TAX RECEIPTS (JISD, BISD) 1991	3000-16	D-5326	TAX DEPT	1992
TAX RECEIPTS (JISD-1974 AUDIT COPY) 1974	3000-16	D-5153	TAX DEPT	1975
TAX RECEIPTS (RCMUD) 1988	3000-16	D-5024	TAX DEPT	1989
TAX RECEIPTS (RCMUD) 1988	3000-16	D-5098	TAX DEPT	1989
TAX RECEIPTS (RCMUD) 1988	3000-16	D-5305	TAX DEPT	1989
TAX RECEIPTS (RCMUD) 1989	3000-16	D-5028	TAX DEPT	1990
TAX RECEIPTS (RCMUD) 1989	3000-16	D-5094	TAX DEPT	1990
TAX RECEIPTS (RCMUD) 1989	3000-16	D-5098	TAX DEPT	1990
TAX RECEIPTS (RCMUD) 1990	3000-16	D-5024	TAX DEPT	1991
TAX RECEIPTS (RCMUD) 1990	3000-16	D-5143	TAX DEPT	1991
TAX RECEIPTS (RCMUD) 1990	3000-16	D-5325	TAX DEPT	1991

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RECORD NAME	ITEM #	CONTAINER	DEPARTMENT	RECORD YEAR
TAX RECEIPTS 1952	3000-16	D-5160	TAX DEPT	1953
TAX RECEIPTS 1956	3000-16	D-5192	TAX DEPT	1957
TAX RECEIPTS 1960	3000-16	D-5294	TAX DEPT	1961
TAX RECEIPTS 1962	3000-16	D-5290	TAX DEPT	1963
TAX RECEIPTS 1962	3000-16	D-5295	TAX DEPT	1963
TAX RECEIPTS 1963	3000-16	D-5154	TAX DEPT	1964
TAX RECEIPTS 1963	3000-16	D-5162	TAX DEPT	1964
TAX RECEIPTS 1963	3000-16	D-5191	TAX DEPT	1964
TAX RECEIPTS 1964	3000-16	D-5153	TAX DEPT	1965
TAX RECEIPTS 1964	3000-16	D-5297	TAX DEPT	1965
TAX RECEIPTS 1965	3000-16	D-5198	TAX DEPT	1966
TAX RECEIPTS 1965	3000-16	D-5292	TAX DEPT	1966
TAX RECEIPTS 1966	3000-16	D-5157	TAX DEPT	1967
TAX RECEIPTS 1966	3000-16	D-5328	TAX DEPT	1967
TAX RECEIPTS 1967	3000-16	D-5186	TAX DEPT	1968
TAX RECEIPTS 1967	3000-16	D-5193	TAX DEPT	1968
TAX RECEIPTS 1968	3000-16	D-5163	TAX DEPT	1969
TAX RECEIPTS 1968	3000-16	D-5196	TAX DEPT	1969
TAX RECEIPTS 1968	3000-16	D-5199	TAX DEPT	1969
TAX RECEIPTS 1968	3000-16	D-5298	TAX DEPT	1969
TAX RECEIPTS 1969	3000-16	D-5185	TAX DEPT	1970
TAX RECEIPTS 1969	3000-16	D-5187	TAX DEPT	1970
TAX RECEIPTS 1970	3000-16	D-5197	TAX DEPT	1971
TAX RECEIPTS 1971	3000-16	D-5164	TAX DEPT	1972
TAX RECEIPTS 1971	3000-16	D-5194	TAX DEPT	1972
TAX RECEIPTS 1972	3000-16	D-5188	TAX DEPT	1973
TAX RECEIPTS 1974	3000-16	D-5154	TAX DEPT	1975
TAX RECEIPTS 1974	3000-16	D-5195	TAX DEPT	1975
TAX RECEIPTS 1975	3000-16	D-5189	TAX DEPT	1976
TAX RECEIPTS 1975	3000-16	D-5190	TAX DEPT	1976
TAX RECEIPTS 1976	3000-16	D-5155	TAX DEPT	1977
TAX RECEIPTS 1976	3000-16	D-5167	TAX DEPT	1977
TAX RECEIPTS 1976	3000-16	D-5184	TAX DEPT	1977

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TAX RECEIPTS 1978	3000-16	D-5289	TAX DEPT	1979
TAX RECEIPTS 1979	3000-16	D-5154	TAX DEPT	1980
TAX RECEIPTS 1979	3000-16	D-5156	TAX DEPT	1980
TAX RECEIPTS 1979	3000-16	D-5165	TAX DEPT	1980
TAX RECEIPTS 1980	3000-16	D-5155	TAX DEPT	1981
TAX RECEIPTS 1980	3000-16	D-5166	TAX DEPT	1981
TAX RECEIPTS 1980	3000-16	D-5299	TAX DEPT	1981
TAX RECEIPTS 1986	3000-16	D-5301	TAX DEPT	1987
TAX RECEIPTS 1987	3000-16	D-5300	TAX DEPT	1988
TAX RECEIPTS 1988	3000-16	D-5036	TAX DEPT	1989
TAX RECEIPTS 1988	3000-16	D-5303	TAX DEPT	1989
TAX RECEIPTS 1988	3000-16	D-5308	TAX DEPT	1989
TAX RECEIPTS 1988	3000-16	D-5310	TAX DEPT	1989
TAX RECEIPTS 1988	3000-16	D-5314	TAX DEPT	1989
TAX RECEIPTS 1989	3000-16	D-5047	TAX DEPT	1990
TAX RECEIPTS 1989	3000-16	D-5302	TAX DEPT	1990
TAX RECEIPTS 1990	3000-16	D-5106	TAX DEPT	1990
TAX RECEIPTS 1990	3000-16	D-5317	TAX DEPT	1991
TAX RECEIPTS 1990	3000-16	D-5318	TAX DEPT	1991
TAX RECEIPTS 1991	3000-16	D-5142	TAX DEPT	1992
TAX RECEIPTS 1991	3000-16	D-5316	TAX DEPT	1992
TAX RECEIPTS 56-62	3000-16	D-5160	TAX DEPT	1963
TAX RECEIPTS 58-61	3000-16	D-5291	TAX DEPT	1962
TAX RECEIPTS 58-61	3000-16	D-5296	TAX DEPT	1962
TAX RECEIPTS 67/68	3000-16	D-5161	TAX DEPT	1969
TAX REVIEW COURSE MATERIALS 1985	1000-26-c	D-5039	APPRAISAL/MAP	1986
TAX ROLL ADJUSTMENT FORMS (BLISD) 1983	3000-18-c	D-5086	TAX DEPT	1984
TAX ROLL ADJUSTMENT FORMS (BLISD) 1988	3000-18-c	D-5024	TAX DEPT	1989
TAX ROLL ADJUSTMENT FORMS (JCAD) 1991	3000-18-c	D-5325	TAX DEPT	1992
TAX ROLL CHANGES 1983	3000-18-c	D-5044	TAX DEPT	1984
TAX ROLL PROOF LIST (JISD) 1978	3000-18-c	D-5057	TAX DEPT	1979
TAX ROLL PROOF LIST (JISD) 1979	3000-18-c	D-5108	TAX DEPT	1980
TAX ROLLS (JISD) 1943	3000-18	D-5158	TAX DEPT	1944

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RECORD NAME	ITEM #	CONTAINER	DEPARTMENT	RECORD YEAR
TAX ROLLS (JISD) 1945	3000-18	D-5328	TAX DEPT	1946
TAX ROLLS (JISD) 1947	3000-18	D-5158	TAX DEPT	1948
TAX ROLLS (JISD) 1958	3000-18	D-5158	TAX DEPT	1959
TAX ROLLS (JISD) 1958	3000-18	D-5159	TAX DEPT	1959
TAX ROLLS (JISD) 1974	3000-18	D-5159	TAX DEPT	1975
TAX ROLLS (JISD) 47-62	3000-18	D-5017	TAX DEPT	1963
TAX ROLLS (JISD) 61-63	3000-18	D-5018	TAX DEPT	1964
TAX ROLLS (JISD) 64-67	3000-18	D-5019	TAX DEPT	1968
TAX ROLLS (JISD) 68-72	3000-18	D-5016	TAX DEPT	1973
TAX SALES 1989	3000-19-a	D-5057	TAX DEPT	1990
TAX STATEMENTS (EISD) 1993	3000-09-a	D-5064	TAX DEPT	1994
TAX STATEMENTS (JCAD) 1991	3000-09-a	D-5103	TAX DEPT	1992
TAX STATEMENTS (JISD) 1980	3000-09-a	D-5086	TAX DEPT	1981
TAX STATEMENTS (RCMUD) 1993	3000-09-a	D-5015	TAX DEPT	1994
TAX STATEMENTS 1989	3000-09-a	D-5054	TAX DEPT	1990
TAX STATEMENTS 1990	3000-09-a	D-5339	TAX DEPT	1991
TAX STATEMENTS 1991	3000-09-a	D-5325	TAX DEPT	1992
TAX STATEMENTS 1993	3000-09-a	D-5119	TAX DEPT	1994
TAX STATEMENTS 1993	3000-09-a	D-5120	TAX DEPT	1994
TAX STATEMENTS 1993	3000-09-a	D-5121	TAX DEPT	1994
TAX STATEMENTS 1993	3000-09-a	D-5122	TAX DEPT	1994
TAX STATEMENTS 1993	3000-09-a	D-5123	TAX DEPT	1994
TAX STATEMENTS/NOTICES 1992	3000-09-a	D-5101	TAX DEPT	1993
TAX SUITS 1988	1000-31	D-5058	TAX DEPT	1989
TAX SUITS 1988	1000-31	D-5062	TAX DEPT	1989
TAX SUITS 1989	1000-31	D-5330	TAX DEPT	1990
TAXPAYER CORRESPONDENCE (JCAD) 1989	3000-12	D-5067	TAX DEPT	1990
TAXPAYER CORRESPONDENCE 1987	3000-12	D-5032	TAX DEPT	1988
TAXPAYER CORRESPONDENCE 1990	3000-12	D-5056	TAX DEPT	1991
TAXPAYER LISTING 1988	2975-12	D-5057	APPRAISAL/MAP	1989
TEACHER RETIREMENT PAYROLL SUMMARY REPORT (JISD) 74/75	1025-07-a	D-5321	ADMINISTRATION	1975
TITLES & ABSTRACT INFORMATION 1973	2975-05	D-5042	APPRAISAL/MAP	1974
TITLES & ABSTRACT INFORMATION 1974	2975-05	D-5040	APPRAISAL/MAP	1975

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**JASPER CAD**

REPORT DATE: 8/5/96

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RECORD NAME	ITEM #	CONTAINER	DEPARTMENT	RECORD YEAR
TITLES & ABSTRACT INFORMATION 1974	2975-05	D-5041	APPRAISAL/MAP	1975
TITLES & ABSTRACT INFORMATION 1974	2975-05	D-5043	APPRAISAL/MAP	1975
TITLES & ABSTRACT INFORMATION 1976	2975-05	D-5039	APPRAISAL/MAP	1977
TITLES & ABSTRACT INFORMATION 1979	2975-05	D-5063	APPRAISAL/MAP	1980
TITLES & ABSTRACT INFORMATION 1980	2975-05	D-5107	APPRAISAL/MAP	1981
TITLES & ABSTRACT INFORMATION 76/77	2975-05	D-5021	APPRAISAL/MAP	1978
TITLES & ABSTRACT INFORMATION 86/87	2975-05	D-5022	APPRAISAL/MAP	1988
VENDOR FILES 1985	1025-26	D-5129	ADMINISTRATION	1986
VENDOR FILES 1986	1025-26	D-5114	ADMINISTRATION	1987
VENDOR FILES 1987	1025-26	D-5136	ADMINISTRATION	1988
VENDOR FILES 1988	1025-26	D-5125	ADMINISTRATION	1989
VENDOR FILES 1989	1025-26	D-5130	ADMINISTRATION	1990
VENDOR FILES 1991	1025-26	D-5127	ADMINISTRATION	1992
VENDOR FILES 80-84	1025-26	D-5113	ADMINISTRATION	1985
VENDOR LISTINGS 1991	1075-03-d	D-5081	ADMINISTRATION	1991
VOTER LISTS (JCAD) 1982	3100-10-b1	D-5171	APPRAISAL/MAP	1983

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 RCI-10

NOTE: IN ACCORDANCE WITH TSLAC THIS DOCUMENT MUST  
 BE RETAINED PERMANENTLY UNDER ITEM #1000-40-b.

\_\_\_\_\_  
 (signature of RMO)

I CERTIFY THAT THE RECORDS LISTED ABOVE WERE  
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 WITH THE TEXAS LOCAL GOVERNMENT RECORDS LAW.

**INVENTORY OF ITEMS IN STORAGE BY DESTRUCTION YEAR AND BOX NUMBER  
JASPER CAD**

REPORT DATE: 8/5/96

BOX #	ITEM #	RECORD NAME	REC YEAR	RETAIN YEARS	DEPARTMENT	LOCATION/ DISPOSITION
<b>DESTRUCTION YEAR : 1996</b>						
R-1027	3000-02-a	APPRAISAL LOG ROLLS (BISD) 1992	1993	3	APPRAISAL/MAP	
R-1027	3000-09-a	TAX STATEMENTS (JCAD) 1994	1995	1	TAX DEPT	
R-1030	3000-09-a	TAX STATEMENTS (JCAD) 1994	1995	1	TAX DEPT	
R-1031	3000-09-a	TAX STATEMENTS (JCAD) 1994	1995	1	TAX DEPT	
R-1037	1025-28	BANK STATEMENTS 1990	1991	5	ADMINISTRATION	
R-1037	3000-09-a	TAX STATEMENTS 1994	1995	1	TAX DEPT	
R-1056	1025-30-c	JOURNALS 87-90	1991	5	ADMINISTRATION	
R-1056	3000-09-a	TAX STATEMENTS 1994	1995	1	TAX DEPT	
R-1057	3000-09-a	TAX STATEMENTS 1994	1995	1	TAX DEPT	
R-1058	3000-09-a	TAX STATEMENTS 1994	1995	1	TAX DEPT	
R-1059	3000-09-a	TAX STATEMENTS 1994	1995	1	TAX DEPT	
R-1059	3000-09-b	RETURNED DELINQUENT TAX NOTICES 1990	1991	5	TAX DEPT	
R-1074	1025-28	DEPOSITS (BUNA BRANCH) 1990	1991	5	TAX DEPT	
R-1075	1025-28	BACK-UP SHEETS (RCMUD) 1990	1991	5	TAX DEPT	
R-1075	3000-16	TAX RECEIPTS (BISD, KISD, JISD, BLISD, EISD) 1992	1993	3	TAX DEPT	
R-1078	3000-16	TAX RECEIPTS (RCMUD) 91/92	1993	3	TAX DEPT	
R-1083	3000-16	TAX RECEIPTS (JISD) 1992	1993	3	TAX DEPT	
R-1143	1000-26-c	DUPLICATE TAX ROLL (BLISD) 1994	1995	1	TAX DEPT	
R-1144	1025-28	DEPOSIT SLIPS 89-91	1991	5	TAX DEPT	
R-1144	3000-18	TAX ROLLS (JISD) 1975	1976	20	TAX DEPT	

**THE COMPLETION OF THIS BLOCK MAY BE USED AS  
CERTIFICATION OF DESTRUCTION OF RECORDS.**

(SIGNATURE OF RMO)

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DESTYR.RSL  
RCI-11

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**INVENTORY OF ITEMS IN STORAGE BY DESTRUCTION YEAR AND BOX NUMBER  
JASPER CAD**

REPORT DATE: 8/5/96

BOX #	ITEM #	RECORD NAME	REC YEAR	RETAIN YEARS	DEPARTMENT	LOCATION/ DISPOSITION
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**DESTRUCTION YEAR : 1996**

R-1165	3000-16	TAX RECEIPTS (RCMUD) 1992	1993	3	TAX DEPT	
R-1172	1025-30-a1	GENERAL LEDGER (JCAD) 1990	1991	5	TAX DEPT	
R-1172	1025-30-a1	GENERAL LEDGER (JCAD) 1990	1991	5	TAX DEPT	
R-1184	2975-16-b	RENDITIONS 1990	1991	5	APPRAISAL/MAP	
R-1185	2975-16-b	RENDITIONS 1990	1991	5	APPRAISAL/MAP	
R-1186	1075-01-a	BIDS 89-92	1993	3	ADMINISTRATION	
R-1188	3000-02-a	APPRAISAL ROLLS (BLISD-1 BOOK) 1992	1993	3	TAX DEPT	
R-1188	3000-02-a	APPRAISAL ROLLS (KISD-2 BOOKS) 1992	1993	3	TAX DEPT	
R-1189	3000-02-a	APPRAISAL ROLLS (BISD-2 BOOKS) 1992	1993	3	TAX DEPT	
R-1189	3000-02-a	CERTIFIED APPRAISAL ROLL (EISD) 1992	1993	3	TAX DEPT	
R-1191	3000-02-a	CERTIFIED APPRAISAL ROLL (RCMUD) 1992	1993	3	TAX DEPT	
R-1194	3000-16	TAX RECEIPTS, AUDIT COPIES, APPRAISAL NOTICES FISCAL YEAR 1992	1993	3	TAX DEPT	
R-1208	3000-16	TAX RECEIPTS (1992 AUDIT COPY) 1992	1993	3	TAX DEPT	
R-1212	1025-26	INVOICES & SUPPORTING DOCUMENTS 1992	1993	3	ADMINISTRATION	
R-1213	1025-26	INVOICES & SUPPORTING DOCUMENTS 1992	1993	3	ADMINISTRATION	
R-1222	3000-02-a	CERTIFIED APPRAISAL ROLL (JISD-3 BOOKS) 1992	1993	3	TAX DEPT	

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**INVENTORY OF ITEMS IN STORAGE BY DESTRUCTION YEAR AND BOX NUMBER  
JASPER CAD**

REPORT DATE: 8/5/96

BOX #	ITEM #	RECORD NAME	REC YEAR	RETAIN YEARS	DEPARTMENT	LOCATION/ DISPOSITION
<b>DESTRUCTION YEAR : 1997</b>						
R-1007	2975-11	NOTICES OF APPRAISED VALUE (JCAD) 1995	1996	1	APPRAISAL/MAP	
R-1008	2975-11	NOTICES OF APPRAISED VALUE (JCAD) 1995	1996	1	APPRAISAL/MAP	
R-1016	3000-18	TAX ROLLS (JISD) 1976	1977	20	TAX DEPT	
R-1023	3000-09-a	TAX STATEMENTS/NOTICES (JISD, BISD, KISD) 1995	1996	1	TAX DEPT	
R-1024	3000-09-a	TAX STATEMENTS (JISD, BISD, KISD) 1995	1996	1	TAX DEPT	
R-1025	3000-09-a	TAX STATEMENTS (BISD) 1995	1996	1	TAX DEPT	
R-1026	3000-02-a	APPRAISAL LOG ROLLS (JISD) 92/93	1994	3	APPRAISAL/MAP	
R-1028	1000-26-b	PMSC DATA TAPE 1995	1995	2	ADMINISTRATION	
R-1028	3000-02-a	APPRAISAL LOG ROLLS (BISD) 92/93	1994	3	APPRAISAL/MAP	
R-1028	3000-02-a	APPRAISAL LOG ROLLS (KISD) 92/93	1994	3	APPRAISAL/MAP	
R-1040	3000-09-a	TAX STATEMENTS (BLISD) 1995	1996	1	TAX DEPT	
R-1041	3000-09-a	TAX STATEMENTS (BLISD) 1995	1996	1	TAX DEPT	
R-1041	3000-09-a	TAX STATEMENTS (RCMUD) 1995	1996	1	TAX DEPT	
R-1060	1000-26-a	ADMINISTRATIVE CORRESPONDENCE (CHIEF APPRAISER) 90/91	1992	5	APPRAISAL/MAP	
R-1060	3000-16	TAX RECEIPTS 1993	1994	3	TAX DEPT	
R-1088	3000-09-b	RETURNED DELINQUENT TAX NOTICES 1991	1992	5	TAX DEPT	
R-1088	3000-16	TAX RECEIPTS (1992 AUDIT COPY) 1993	1994	3	TAX DEPT	
R-1088	3000-16	TAX RECEIPTS (1993 AUDIT COPY) 1993 (NOV-DEC)	1994	3	TAX DEPT	
R-1091	3000-09-b	RETURNED DELINQUENT TAX NOTICES 1991	1992	5	TAX DEPT	
R-1092	1025-28	DEPOSIT SLIPS 90-92	1992	5	TAX DEPT	

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(SIGNATURE OF RMO)

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DESTYR.RSL  
RCI-11

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**INVENTORY OF ITEMS IN STORAGE BY DESTRUCTION YEAR AND BOX NUMBER  
JASPER CAD**

REPORT DATE: 8/5/96

BOX #	ITEM #	RECORD NAME	REC YEAR	RETAIN YEARS	DEPARTMENT	LOCATION/ DISPOSITION
<b>DESTRUCTION YEAR : 1997</b>						
R-1092	3000-09-b	RETURNED DELINQUENT TAX NOTICES 1991	1992	5	TAX DEPT	
R-1159	3000-02-a	APPRAISAL ROLLS, CERTIFIED (JISD) 1993	1994	3	TAX DEPT	
R-1161	1025-28	BACK-UP SHEETS (BISD) 1991	1992	5	TAX DEPT	
R-1161	1025-28	BATCH DEPOSIT SLIPS (JISD) 1991	1992	5	TAX DEPT	
R-1161	3000-09-b	RETURNED DELINQUENT TAX NOTICES (RCMUD) 1991	1992	5	TAX DEPT	
R-1162	1025-28	BATCH DEPOSIT SLIPS (JISD) 1991	1992	5	TAX DEPT	
R-1163	3000-16	TAX RECEIPTS (BISD, JISD, KISD) 1993	1994	3	TAX DEPT	
R-1174	1025-30-a1	GENERAL LEDGER (JCAD) 1991	1992	5	TAX DEPT	
R-1182	2975-16-b	RENDITIONS 1991	1992	5	APPRAISAL/MAP	
R-1183	2975-16-b	RENDITIONS 1991	1992	5	APPRAISAL/MAP	
R-1190	3000-02-a	CERTIFIED APPRAISAL ROLL (KISD) 1993	1994	3	TAX DEPT	
R-1190	3000-02-a	CERTIFIED APPRAISAL ROLL (RCMUD) 1993	1994	3	TAX DEPT	
R-1193	3000-02-a	APPRAISAL ROLLS, CERTIFIED (KISD, EISD, JISD) 1993	1994	3	TAX DEPT	
R-1198	1025-26	INVOICES & SUPPORTING DOCUMENTS 1993	1994	3	ADMINISTRATION	
R-1199	1025-26	INVOICES & SUPPORTING DOCUMENTS 1993	1994	3	ADMINISTRATION	
R-1207	1025-28	DEPOSIT BACK-UP SHEETS 90-92	1992	5	TAX DEPT	
R-1220	3000-02-a	CERTIFIED APPRAISAL ROLL (BISD) 1993	1994	3	TAX DEPT	
R-1220	3000-02-a	CERTIFIED APPRAISAL ROLL (BLISD) 1993	1994	3	TAX DEPT	
R-1220	3000-02-a	CERTIFIED APPRAISAL ROLL (EISD) 1993	1994	3	TAX DEPT	
R-1221	3000-02-a	CERTIFIED APPRAISAL ROLL (JISD-2 BOOKS) 1993	1994	3	TAX DEPT	

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TEXAS LOCAL GOVERNMENT RECORDS LAW.

DESTYR.RSL  
RCI-11

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INVENTORY OF ITEMS IN STORAGE BY DESTRUCTION YEAR AND BOX NUMBER  
**JASPER CAD**

REPORT DATE: 8/5/96

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BOX #	ITEM #	RECORD NAME	REC YEAR	RETAIN YEARS	DEPARTMENT	LOCATION/ DISPOSITION
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DESTRUCTION YEAR : 1997

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**INVENTORY OF ITEMS IN STORAGE BY DESTRUCTION YEAR AND BOX NUMBER  
JASPER CAD**

REPORT DATE: 8/5/96

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BOX #	ITEM #	RECORD NAME	REC YEAR	RETAIN YEARS	DEPARTMENT	LOCATION/ DISPOSITION
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**DESTRUCTION YEAR : 1998**

R-1014	1025-28	BANK STATEMENTS/CANCELLED CHECKS 91/92	1993	5	ADMINISTRATION	
R-1015	1025-28	BANK BATCH REPORTS 91/92	1993	5	ADMINISTRATION	
R-1017	3000-18	TAX ROLLS (JISD) 1977	1978	20	TAX DEPT	
R-1038	3000-09-b	RETURNED DELINQUENT TAX NOTICES 1992	1993	5	TAX DEPT	
R-1038	3000-16	TAX RECEIPTS (1994 AUDIT COPY) 1994 (OCT-DEC)	1995	3	TAX DEPT	
R-1063	3000-16	TAX RECEIPTS (1993 AUDIT COPY) 1994 (JAN-MAR)	1995	3	TAX DEPT	
R-1076	3000-09-b	RETURNED DELINQUENT TAX NOTICES (RCMUD) 1992	1993	5	TAX DEPT	
R-1085	1025-28	BANK STATEMENTS/CANCELLED CHECKS (JISD) 92/93	1993	5	ADMINISTRATION	
R-1085	1025-28	DEPOSIT SLIPS (BLISD) 1991	1992	5	TAX DEPT	
R-1085	3000-16	TAX RECEIPTS (1993 AUDIT COPY) 1994 (APR-JUL)	1995	3	TAX DEPT	
R-1173	1025-30-a1	GENERAL LEDGER (JCAD) 1992	1993	5	TAX DEPT	
R-1181	2975-16-b	RENDITIONS 1992	1993	5	APPRAISAL/MAP	
R-1215	1025-26	INVOICES & SUPPORTING DOCUMENTS 1994	1995	3	ADMINISTRATION	
R-1216	1025-26	INVOICES & SUPPORTING DOCUMENTS 1994	1995	3	ADMINISTRATION	

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**INVENTORY OF ITEMS IN STORAGE BY DESTRUCTION YEAR AND BOX NUMBER  
JASPER CAD**

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BOX #	ITEM #	RECORD NAME	REC YEAR	RETAIN YEARS	DEPARTMENT	LOCATION/ DISPOSITION
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**DESTRUCTION YEAR : 1999**

R-1018	3000-18	TAX ROLLS (JISD) 1978	1979	20	TAX DEPT	
R-1065	3000-09-b	RETURNED DELINQUENT TAX NOTICES 1993	1994	5	TAX DEPT	
R-1080	3000-16	TAX RECEIPTS (JISD, EISD, BLISD, BISD, KISD) 1995	1996	3	TAX DEPT	
R-1081	3000-16	TAX RECEIPTS (JISD, EISD, BLISD, BISD, KISD) 1995	1996	3	TAX DEPT	
R-1089	3000-16	TAX RECEIPTS (1994 AUDIT COPY) 1995 (JAN-MAY)	1996	3	TAX DEPT	
R-1090	1025-28	DEPOSIT SLIPS 92-94 (JAN 93-JAN 94)	1994	5	TAX DEPT	
R-1090	3000-16	TAX RECEIPTS (1994 AUDIT COPY) 94/95 (DEC-JAN)	1996	3	TAX DEPT	
R-1094	3000-16	TAX RECEIPTS (1994 AUDIT COPY) 94/95 (SEP-JAN)	1996	3	TAX DEPT	
R-1095	3000-16	TAX RECEIPTS (1994 AUDIT COPY) 1995 (JAN-AUG)	1996	3	TAX DEPT	
R-1180	2975-16-b	RENDITIONS 1993	1994	5	APPRAISAL/MAP	
R-1210	3000-09-b	RETURNED DELINQUENT TAX NOTICES 1993	1994	5	TAX DEPT	
R-1214	1050-53-b	INTERNAL REVENUE SERVICE RECORDS 92-94	1995	4	ADMINISTRATION	

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RCI-11

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**INVENTORY OF ITEMS IN STORAGE BY DESTRUCTION YEAR AND BOX NUMBER  
JASPER CAD**

REPORT DATE: 8/5/96

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BOX #	ITEM #	RECORD NAME	REC YEAR	RETAIN YEARS	DEPARTMENT	LOCATION/ DISPOSITION
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**DESTRUCTION YEAR : 2000**

R-1019	3000-18	TAX ROLLS (JISD) 1979	1980	20	TAX DEPT	
R-1084	3000-18	TAX ROLLS (JISD) 1979	1980	20	TAX DEPT	
R-1178	2975-16-b	RENDITIONS 1994	1995	5	APPRAISAL/MAP	
R-1179	2975-16-b	RENDITIONS 93/94	1995	5	APPRAISAL/MAP	

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RCI-11

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**INVENTORY OF ITEMS IN STORAGE BY DESTRUCTION YEAR AND BOX NUMBER  
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BOX #	ITEM #	RECORD NAME	REC YEAR	RETAIN YEARS	DEPARTMENT	LOCATION/ DISPOSITION
<b>DESTRUCTION YEAR : 2001</b>						
R-1020	3000-18	TAX ROLLS (JISD) 1980	1981	20	TAX DEPT	
R-1082	1025-28	BATCH DEPOSIT SLIPS (JISD) 1991	1992	5	TAX DEPT	
R-1082	1025-28	DEPOSIT SLIPS 90-92	1992	5	TAX DEPT	
R-1082	3000-09-b	RETURNED TAX NOTICES (RCMUD) 1995	1996	5	TAX DEPT	
R-1177	2975-14	SUPPORTING DOCUMENTATION FOR APPRAISAL ROLLS 93-95	1996	5	ADMINISTRATION	
R-1196	1025-28	BATCH DEPOSITS/PAYMENTS (JCAD) 93-95 (MAR-MAR)	1996	5	ADMINISTRATION	
R-1209	2975-14	VEHICLE LISTS 94/95	1996	5	APPRAISAL/MAP	

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**INVENTORY OF ITEMS IN STORAGE BY DESTRUCTION YEAR AND BOX NUMBER  
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REPORT DATE: 8/5/96

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BOX #	ITEM #	RECORD NAME	REC YEAR	RETAIN YEARS	DEPARTMENT	LOCATION/ DISPOSITION
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**DESTRUCTION YEAR : 2003**

R-1002	3000-18	TAX ROLLS (JISD) 1982	1983	20	TAX DEPT	
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RCI-11

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**INVENTORY OF ITEMS IN STORAGE BY DESTRUCTION YEAR AND BOX NUMBER  
JASPER CAD**

REPORT DATE: 8/5/96

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BOX #	ITEM #	RECORD NAME	REC YEAR	RETAIN YEARS	DEPARTMENT	LOCATION/ DISPOSITION
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**DESTRUCTION YEAR : 2004**

R-1010	3000-18	TAX ROLLS (JISD) 1983	1984	20	TAX DEPT	
R-1035	3000-18	TAX ROLLS (JISD) 1983	1984	20	TAX DEPT	

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RCI-11

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**INVENTORY OF ITEMS IN STORAGE BY DESTRUCTION YEAR AND BOX NUMBER  
JASPER CAD**

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BOX #	ITEM #	RECORD NAME	REC YEAR	RETAIN YEARS	DEPARTMENT	LOCATION/ DISPOSITION
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**DESTRUCTION YEAR : 2005**

R-1003	3000-18	TAX ROLLS (JISD) 1984	1985	20	TAX DEPT	
R-1151	3000-18	TAX ROLLS (JISD) 1984	1985	20	TAX DEPT	

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BOX #	ITEM #	RECORD NAME	REC YEAR	RETAIN YEARS	DEPARTMENT	LOCATION/ DISPOSITION
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**DESTRUCTION YEAR : 2006**

R-1006	3000-18	TAX ROLLS (JISD) 1985	1986	20	TAX DEPT	
R-1034	3000-18	TAX ROLLS (JISD) 1985	1986	20	TAX DEPT	

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(SIGNATURE OF RMO)

I CERTIFY THAT THE RECORDS LISTED ABOVE WERE DESTROYED  
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DESTYR.RSL  
RCI-11

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**INVENTORY OF ITEMS IN STORAGE BY DESTRUCTION YEAR AND BOX NUMBER  
JASPER CAD**

REPORT DATE: 8/5/96

BOX #	ITEM #	RECORD NAME	REC YEAR	RETAIN YEARS	DEPARTMENT	LOCATION/ DISPOSITION
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**DESTRUCTION YEAR : 2007**

R-1011	3000-18	TAX ROLLS (JISD) 1986	1987	20	TAX DEPT	
R-1147	3000-18	TAX ROLLS (BLISD) 1986	1987	20	TAX DEPT	
R-1147	3000-18	TAX ROLLS (JISD) 1986	1987	20	TAX DEPT	

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BOX #	ITEM #	RECORD NAME	REC YEAR	RETAIN YEARS	DEPARTMENT	LOCATION/ DISPOSITION
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**DESTRUCTION YEAR : 2008**

R-1000	3000-18	TAX ROLLS (JISD) 1987	1988	20	TAX DEPT	
R-1064	3000-18	TAX ROLLS (JISD) 1987	1988	20	TAX DEPT	
R-1154	3000-18	TAX ROLLS (BLISD) 1987	1988	20	TAX DEPT	
R-1203	3000-18	TAX ROLLS (JISD) 1987	1988	20	TAX DEPT	

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REPORT DATE: 8/5/96

BOX #	ITEM #	RECORD NAME	REC YEAR	RETAIN YEARS	DEPARTMENT	LOCATION/ DISPOSITION
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**DESTRUCTION YEAR : 2009**

R-1036	3000-18	TAX ROLLS (JISD) 1988	1989	20	TAX DEPT	
R-1036	3000-18	TAX ROLLS (RCMUD) 1988	1989	20	TAX DEPT	
R-1153	3000-18	TAX ROLLS (JISD-BOOKS 2 & 3) 1988	1989	20	TAX DEPT	
R-1204	3000-18	TAX ROLLS (JISD) 1988	1989	20	TAX DEPT	

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BOX #	ITEM #	RECORD NAME	REC YEAR	RETAIN YEARS	DEPARTMENT	LOCATION/ DISPOSITION
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**DESTRUCTION YEAR : 2010**

R-1009	3000-18	TAX ROLLS (JISD) 1989	1990	20	TAX DEPT	
R-1066	3000-18	TAX ROLLS (JISD) 1989	1990	20	TAX DEPT	
R-1093	3000-18	TAX ROLLS (JISD) 1989	1990	20	TAX DEPT	
R-1139	3000-18	TAX ROLLS (JISD) 1989	1990	20	TAX DEPT	
R-1139	3000-18	TAX ROLLS (JISD) 1989	1990	20	TAX DEPT	

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<p>(SIGNATURE OF RMO)</p>
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**DESTRUCTION YEAR : 2011**

R-1001	3000-18	TAX ROLLS (CITY OF JASPER) 1990	1991	20	TAX DEPT	
R-1001	3000-18	TAX ROLLS (JISD) 1990	1991	20	TAX DEPT	
R-1001	3000-18	TAX ROLLS (JISD) 1990	1991	20	TAX DEPT	
R-1032	3000-18	TAX ROLLS (BLISD) 1990	1991	20	TAX DEPT	
R-1032	3000-18	TAX ROLLS 1990	1991	20	TAX DEPT	
R-1067	3000-18	TAX ROLLS (JISD) 1990	1991	20	TAX DEPT	
R-1150	3000-18	TAX ROLLS (RCMUD) 1990	1991	20	TAX DEPT	

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**DESTRUCTION YEAR : 2012**

R-1068	3000-18	TAX ROLLS (JISD) 1991	1992	20	TAX DEPT	
R-1068	3000-18	TAX ROLLS (JISD) 1991	1992	20	TAX DEPT	
R-1069	3000-18	TAX ROLLS (JISD) 1991	1992	20	TAX DEPT	
R-1128	3000-18	TAX ROLLS (JCED-BOOKS 1 & 2) 1991	1992	20	TAX DEPT	
R-1129	3000-18	TAX ROLLS (JCED-BOOKS 3 & 4) 1991	1992	20	TAX DEPT	
R-1130	3000-18	TAX ROLLS (JCED-BOOKS 5 & 6) 1991	1992	20	TAX DEPT	
R-1131	3000-18	TAX ROLLS (JCED-BOOKS 7 & 8) 1991	1992	20	TAX DEPT	
R-1171	3000-18	TAX ROLLS (RCMUD) 1991	1992	20	TAX DEPT	

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**DESTRUCTION YEAR : 2013**

R-1053	3000-18	TAX ROLLS (JCED) 1992	1993	20	TAX DEPT	
R-1054	3000-18	TAX ROLLS (JCED) 1992	1993	20	TAX DEPT	
R-1061	3000-18	TAX ROLLS (JCED) 1992	1993	20	TAX DEPT	
R-1062	3000-18	TAX ROLLS (JCED) 1992	1993	20	TAX DEPT	
R-1132	3000-18	TAX ROLLS 1992	1993	20	TAX DEPT	
R-1134	3000-18	TAX ROLLS (BLISD-BOOKS 1 & 2) 1992	1993	20	TAX DEPT	
R-1137	3000-18	TAX ROLLS (JISD-BOOKS 1 & 2) 1992	1993	20	TAX DEPT	
R-1138	3000-18	TAX ROLLS (JISD-BOOK 3) 1992	1993	20	TAX DEPT	

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BOX #	ITEM #	RECORD NAME	REC YEAR	RETAIN YEARS	DEPARTMENT	LOCATION/ DISPOSITION
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**DESTRUCTION YEAR : 2014**

R-1135	3000-18	TAX ROLLS (BLISD-BOOKS 1 & 2) 1993	1994	20	TAX DEPT	
R-1136	3000-18	TAX ROLLS (BISD-BOOK 1) 1993	1994	20	TAX DEPT	
R-1136	3000-18	TAX ROLLS (EISD-BOOK 1) 1993	1994	20	TAX DEPT	
R-1140	3000-18	TAX ROLLS (JISD-BOOKS 1 & 2 OF 4) 1993	1994	20	TAX DEPT	
R-1141	3000-18	TAX ROLLS (JISD-BOOKS 3 & 4 OF 4) 1993	1994	20	TAX DEPT	
R-1142	3000-18	TAX ROLLS (KISD-BOOK 1 OF 1) 1993	1994	20	TAX DEPT	
R-1192	3000-18	TAX ROLLS (JISD) 1993	1994	20	TAX DEPT	

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**DESTRUCTION YEAR : 2015**

R-1133	3000-18	TAX ROLLS (BLISD-BOOKS 1 & 2) 1994	1995	20	TAX DEPT	
R-1166	3000-18	TAX ROLLS (JISD) 1994	1995	20	TAX DEPT	
R-1167	3000-18	TAX ROLLS (JISD, BLISD) 1994	1995	20	TAX DEPT	
R-1168	3000-18	TAX ROLLS (EISD, BISD) 1994	1995	20	TAX DEPT	
R-1169	3000-18	TAX ROLLS (KISD) 1994	1995	20	TAX DEPT	

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public access to it is open or restricted under the laws of the state, created or received by a local government or any of its officers or employees pursuant to law, including an ordinance, or in the transaction of public business." (Local Government Code, §201.003)

After the records inventory is completed, the records must be appraised. During appraisal, the value of each record you create or receive is determined. Based on the decisions made during appraisal, a records control schedule is completed which is then used regularly and systematically by your local government to manage its records.

Finding out what records you maintain, appraising their value, and determining how long that value lasts are the essential first steps in the development of a records control schedule and the establishment of a cost-effective records management program.

### **PURPOSE OF THE RECORDS CONTROL SCHEDULE**

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Providing a solid foundation for a local government's records management program is the foremost purpose of the records control schedule. Only through use of a schedule can a local government hope to realize these benefits of records management:

- ~~Complying~~ Complying with legal requirements.
- Destroying records that no longer have value to the government.
- Providing legal protection to the government when destroying records.
- Retaining records of permanent value.
- Improving protection of vital records.
- Providing security for records with confidential or sensitive information.
- Efficiently using office space for active records.
- Moving inactive records into less expensive storage areas, if possible.
- Releasing equipment and reusable media for other productive uses.
- Maintaining records in the formats offering optimum cost-effectiveness.

### **STATUTORY REQUIREMENTS**

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As required by the Local Government Code, §203.041(a), each local government must develop a records control schedule and file the schedule with the director and librarian of the Texas State Library, as follows:

"On or before January 2, 1995, the records management officer shall prepare and file with the director and librarian a records control schedule listing the following records and establishing a retention period for each as provided by Section 203.042:

- (1) all records created or received by the local government or elective county office;
- (2) any record no longer created or received by the local government or elective county office that is still in its possession and for which the retention