

NOTIFICATION OF RECORDS DUE FOR DESTRUCTION

TO: Rebecca Huerta, City Secretary

Date of Notice: _____

FROM: (Department/Division): _____

Name: _____

The following records have met the records retention requirement and are scheduled for destruction on or after the following date: _____

RECORDS LISTING				
Record Number & Record Title (Indicate if "Record Copy" to be Destroyed is Paper and/or Electronic) <small>(ONE RECORD NUMBER & TITLE PER SECTION BELOW)</small>	Record Description Detail <small>(1), (2), (3), etc. (if applicable)</small>	Inclusive Dates	Method of Destruction	Electronic Records (Check all below that apply)
Record Number _____ Record Title _____		_____ through _____		<input type="checkbox"/> An electronic version of these records exists. <input type="checkbox"/> The electronic version of these records is maintained in Laserfiche. If not Laserfiche, list name of storage program: _____
<input type="checkbox"/> Paper Version <input type="checkbox"/> Electronic Version				
Record Number _____ Record Title _____		_____ through _____		<input type="checkbox"/> An electronic version of these records exists. <input type="checkbox"/> The electronic version of these records is maintained in Laserfiche. If not Laserfiche, list name of storage program: _____
<input type="checkbox"/> Paper Version <input type="checkbox"/> Electronic Version				

CERTIFICATION: I hereby certify that the records to be disposed of are correctly listed above and that their destruction will be carried out in accordance with Texas Local Government Code, Section 202.003.

FINAL APPROVAL TO DESTROY RECORDS LISTED HEREIN:

 Department Director Approval
 Printed Name: _____
MUST BE SIGNED BY DEPARTMENT DIRECTOR

 Date

 Rebecca Huerta, City Secretary
 Records Management Officer

 Date

Date Records Destroyed: _____