HIDALGO COUNTY CLERKS OFFICE

INVENTORY LIST(S) FOR OTHER DEPARTMENTS

DEPT. NAME : Executive Office on behalf of Justice of the Peace Espiridion Jackson **DATE:** 4/2/2015

TOTAL AMT. OF BOXES (TO DESTROY): 1

QTY. of BOXES	YEAR OF BOXES	RECORD SERIES # Ex.:(0000-00) CAN BE OBTAINED FROM TX ARCHIVE LIBRARY RETENTION SCHEDULE	DEPARTMENT NAME	DESCRIPTION of CONTENTS BEING DESTROYED	DESTROY DATE THAT IDENTIFIES WHEN THE DOCUMENTS CAN BE DESTROYED
1	2015	N/A	Justice of the Peace Espiridion Jackson	461 Unused/pre-numbered/ pre-signed paper for certified copies of vital records 297 voided/pre-numbered/ pre-signed paper for certified copies of vital records 65 voided/unnumbered paper for certified copies of vital records	

*****WHEN NEEDING TO SHRED @ THE COUNTY CLERKS RECORDS MANAGEMENT WAREHOUSE*****

WE REQUIRE THAT YOU SUBMIT A LIST OF THE INFORMATION TO BE SHREDDED & ALSO A COPY OF THE RETENTION SECTION
THAT ALLOWS YOUR DEPARTMENT TO SHRED THE DOCUMENTS ALONG WITH A LETTERHEAD ATTACHED AS A COVER PAGE
SIGNED BY A SUPERVISOR/PERSON INCHARGE OF THE DESTRUCTION OF THE INFORMATION FROM YOUR OFFICE.
TO OBTAIN YOUR DEPARTMENT'S RETENTION SCHEDULE YOU CAN GO TO THE FOLLOWING WEBSITE:

www.tsl.state.tx.us

THEN JUST CLICK ON **(Go to the schedules)** AND DOWNLOAD THE PDF FILE THAT IS FOR YOUR DEPARTMENT
PLEASE ATTACH ONLY THE RETENTION SECTION THAT APPLIES TO THE RECORDS THAT ARE GOING TO BE DESTROYED