

Zimbra

monica.badillo@co.hidalgo.tx.us

Fwd: Destruction of Justice of the Peace Jackson Documents

From : Valde Guerra <valde.guerra@co.hidalgo.tx.us>
Subject : Fwd: Destruction of Justice of the Peace Jackson Documents
To : Monica Badillo <monica.badillo@co.hidalgo.tx.us>

Thu, Apr 02, 2015 10:45 AM

 1 attachment

Monica,

Please ask Victor to draft letter for my signature.

Respectfully,

Valde Guerra
CEO

Sent from my iPhone

Begin forwarded message:

From: Yvonne Torres <yvonne.torres@auditor.co.hidalgo.tx.us>
Date: April 2, 2015 at 10:41:16 AM CDT
To: "Valde Guerra" <valde.guerra@co.hidalgo.tx.us>
Cc: "Ray Eufracio" <ray.eufracio@auditor.co.hidalgo.tx.us>, "Linda Fong" <linda.fong@auditor.co.hidalgo.tx.us>, "Arcy Duran" <arcy.duran@auditor.co.hidalgo.tx.us>
Subject: Destruction of Justice of the Peace Jackson Documents

**RAY EUFRACIO, CPA
HIDALGO COUNTY AUDITOR**

Hidalgo County Administration Building
2808 South Business Highway 281
Edinburg, Texas 78539-6243
PHONE: (956) 318-2511
FAX: (956) 318-2577

E-MAIL: Ray.Eufracio@auditor.co.hidalgo.tx.us
WEBSITE: www.co.hidalgo.tx.us/auditor

To: Valde Guerra, Commissioners Court Executive Officer
From: Ray Eufracio, CPA
Hidalgo County Auditor
RE: Destruction of Justice of the Peace Jackson Documents

On December 30, 2014 the Auditor's Office took into possession the following items from Justice of the Peace Jackson's staff due to the closure of the office.

- 461 unused/pre-numbered/pre-signed paper for certified copies of vital statistics
- 297 voided/pre-numbered/pre-signed paper for certified copies of vital

statistics**65 voided/unnumbered paper for certified copies of vital statistics**

In order for County Clerk to destroy the above mentioned items, they require a letter signed by the elected official directing them to destroy the documents along with a completed "Hidalgo County Clerk's Office Inventory List for Other Departments" form. Since Justice of the Peace Jackson is no longer in office, Victor M. Garza, Assistant District Attorney, has advised that a letter be submitted by your office to the County Clerk directing the destruction of the items listed above. Attached is the completed "Hidalgo County Clerk's Office Inventory List for Other Departments" form.

Please provide us a copy of the letter so that we can coordinate with the County Clerk's office the transfer of the above mentioned items.

Your prompt response will be greatly appreciated. If you should have any questions, please contact Yvonne Torres, Revenue Audit Supervisor, at 318-2511 ext. 4642, Arcy B. Duran, Director of Audit at ext. 4645, or me at ext. 4604.

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**4.2.2015 County Clerks-Destroy Form.xls**133 KB
