



The Senate of The State of Texas

Patsy Spaw
Secretary of the Senate

February 3, 2020

Mr. Austin Evers
Executive Director
American Oversight
1030 15th Street NW, Suite B255
Washington, DC 20005

RE: Public Records Request , MULTI-20-0065-0069

Dear Mr. Evers:

Pursuant to your request for *(1) Any current policies, memoranda, or other guidance regarding the storage of records, both physical and electronic. This includes, but is not limited to, any current agency records retention schedule; (2) Any current policies, memoranda, or other guidance regarding the automatic deletion of electronic records, including emails, documents, or other information stored electronically,* we have reviewed our files and I have enclosed the responsive document.

The enclosed document is the current records retention schedule for the Texas Senate and the Lieutenant Governor's Office. The document was re-approved in 2018, but was not reprinted as no changes were made to the schedule.

Sincerely,

Patsy Spaw
Secretary of the Senate

Enclosure