

# **Exhibit B**

**From:** Godwin, Steve <Steve.Godwin@myfloridahouse.gov>  
**Sent:** Friday, August 01, 2014 7:18 PM  
**To:** !HSE All House  
**Subject:** Records Retention --- Remedial Congressional Plan

**Importance:** High

Dear Members and Staff:

While we have not yet made a decision on how to proceed in response to Judge Lewis's order issued today, the Legislature has previously agreed to enact a remedial congressional plan. Accordingly, I draw your attention to the record retention policies set forth in the House Rules. House Rule 14.2 governing legislative business records dictates that records that are required to be created by the House Rules or that are of vital, permanent, or archival value shall be maintained, provided they are of sufficient administrative, legal, or fiscal significance to warrant their retention.

Accordingly, you should **keep and do not delete** any and all records related to redistricting, including copies of unfiled draft maps, unfiled draft bills and amendments, correspondence, emails, texts and other electronic communications, whether sent or received on official House accounts or devices or personal email accounts or devices.

The Clerk and professional staff maintain copies of filed bills, filed amendments, vote sheets, bill analyses, fiscal notes, as well as meeting files, agendas, appearance cards, final reports submitted by committees, official correspondence sent or received by a committee and audio recordings of committee meetings. Accordingly, you and your staff need not retain these records as part of your files.

If you have questions about what should be retained, I encourage you to contact the House General Counsel Office at (850) 717-5500.

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**From:** Office of the Senate President <OfficeoftheSenatePresident@flsenate.gov>  
**Sent:** Friday, August 01, 2014 7:30 PM  
**To:** !ALL SENATORS  
**Cc:** !ALL SENATE  
**Subject:** Record Retention  
**Attachments:** MEMO re record retention 2014 08 01.pdf



**THE FLORIDA SENATE**  
**SENATOR DON GAETZ**  
*President*

## **MEMORANDUM**

**TO:** All Senators  
**FROM:** Don Gaetz, President  
**SUBJECT:** Record Retention  
**DATE:** August 1, 2014

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While we have not yet made a decision on how to proceed in response to Judge Lewis's order issued today, the Legislature previously agreed to enact a remedial congressional plan. Accordingly, I draw your attention to the record retention policies set forth in the Senate Rules. Senate Rule 1.48(3) governing district office records involving legislative business dictates that records required by law be kept until they become obsolete.

In light of the current litigation challenging the congressional maps, you and your staff should **keep and do not delete** any and all records related to the enactment of new congressional districts, including copies of unfiled draft maps, unfiled draft bills and amendments, correspondence, emails, texts and other electronic communications related to the enactment of new congressional districts, whether sent or received on official Senate accounts or devices or personal email accounts or devices.

As an additional reminder, the Secretary and professional staff maintain copies of filed bills, filed amendments, vote sheets, bill analyses, fiscal notes, as well as meeting files, including agendas, appearance cards, final reports submitted by committees, official correspondence sent or received by a committee and audio recordings of committee meetings. Accordingly, you need not retain these records as part of your files.

If you have questions about what needs to be retained, I encourage you to contact the Senate General Counsel Office at (850) 487-5237.