



EUROPEAN COMMISSION

DIRECTORATE-GENERAL
TAXATION AND CUSTOMS UNION
International and General Affairs

Inter-institutional relations, coordination, communication and strategic planning

Brussels,
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(by e-mail only)

Dear Sir,

Subject: Your application for access to documents – Ref GestDem No 2022/2392

We refer to your application dated 25 April 2022 in which you make a request for access to documents, registered under the above mentioned reference number.

You request access to:

“1. Memos, guidance, guidelines, or training material (or any other document) for staff on record creation and/or record keeping. I am particularly interested in documents that refer to creation/keeping of text messages;

2. Memos, guidance, guidelines, or training material (or any other document) for staff on the processing of access to documents requests.”

Note that the Secretariat General of the European Commission will send a joint reply for all corporate documents falling within the scope of the request.

In addition to the joint reply of the Secretariat General, the Directorates-General which hold documents created within the DG were requested to reply to you separately. Directorate-General Taxation and Customs Union (DG TAXUD) has identified 1 document that you will find enclosed herewith. It is a supporting document for DG TAXUD staff summarizing the procedure to process access to documents requests.

You may reuse the document requested free of charge for non-commercial and commercial purposes provided that the source is acknowledged and that you do not distort the original meaning or message of the document. Please note that the Commission does not assume liability stemming from the reuse.

Yours faithfully,

(e-Signed)

Emer Traynor
Head of Unit

Annex: as stated above