



**"Re: PO00000055397 Request for Contribution due: 29/12/2005 - -"**

Document Type:	Formal
File Title:	GHP - Blood Policy - Blood : General - Private Office Cases & CMO
File Reference:	GHP/005/001/001 Vol 3
Protective Marking:	No Marking
Filed by:	Zubeda Seedat/PH6/DOH/GB on 16/11/2006 at 11:24
Created by:	Chris Gilson on 05/01/2006 at 10:47

**Named Security Prior To Moving To Archive:**

Who can edit?	Nobody
Who has edited?	Zubeda Seedat/PH6/DOH/GB
Who can read?	All readers of the document database

**Modification History Prior To Moving To Archive:**

Modified Date and Time	Details
25/02/2009 12:52	Refiled from GHP/005/001/001
18/08/2009 14:59	Modified registered file

**Chris Gilson**

05/01/2006 10:47

Pratt/ISD4/DOH/GB@GRO-C

Seedat/PH6/DOH/GB@GRO-C

To: Roseanne

cc: Zubeda

bcc:

Subject: Re:

PO00000055397 Request for Contribution due: 29/12/2005 - -

Roseanne,

Thanks - that's really helpful information. The certificate of destruction has been requested under FOI by Charles Clarke MP, so I believe that we may have to provide it for that reason - whether or not it's "useful". Would I be correct in saying that there is no identifier for files on the certificate, so there would be no way of knowing if the files that were discussed in the FOI request were the ones destroyed in a certain group (other than within a specific time period of destruction)?

Chris Gilson  
 Department of Health Customer Service Centre  
 Richmond House 3/F  
 79 Whitehall  
 London SW1A 2NS  
 Tel: GRO-C

Roseanne Pratt

**Roseanne Pratt**

05/01/2006 09:33

To: Gilson/POLICY/DOH/GB@GRO-C

cc:

Subject:

PO00000055397 Request for Contribution due: 29/12/2005 - -

Chris

Re:

Chris,

We keep certificates of destruction on a working file at DRO Nelson, but I doubt there would be any useful purpose served by anyone having sight of them, as they only states that an amount (in weight), has been collected from us on a particular date and received by the recyclers and destroyed. As I said previously it forms part of the audit trail, but does not give any specific details of individual files that have been destroyed.

Roseanne Pratt  
Records & Information Services Manager  
ISG4C  
PRB  
Tel: GRO-C

Chris Gilson

**Chris Gilson**

03/01/2006 15:34

To: Seedat/PH6/DOH/GB@GRO-C

cc:

Pratt/ISD4/DOH/GB@GRO-C

bcc:

Subject:

PO00000055397 Request for Contribution due: 29/12/2005 - -

Zubeda

Roseanne

Re:

Zubeda,

I've located the PO that is referred to, it doesn't look like it refers to a specific case more DH records policy.



P055397 - Letter.tif P055397 - Response.tif

Roseanne - what would the availability of this certificate of destruction be (relevant contribution is as follows)?

Mr GRO-A refers to the destruction of papers dating back to the 1970's and 1980's, relating to haemophilia treatment and blood safety. My officials have established that, during the HIV litigation in the 1990's many papers from that period were recalled for the purpose of the litigation. We understand that papers were not adequately archived and were subsequently destroyed in error in the early 1990's. Officials have also established that a number of files were marked for destruction in the 1990's. We understand that a decision, most probably made by an inexperienced member of staff, was responsible for the destruction of a number of files.

Many thanks,

Chris Gilson  
Department of Health Customer Service  
Centre Richmond House 3/F  
79 Whitehall  
London SW1A 2NS  
Tel: GRO-C

**Zubeda Seedat**

**Zubeda Seedat**  
03/01/2006 15:17

To: Gilson/POLICY/DOH/GB@GRO-C  
cc: Connon/PD-PMD/DOH/GB@GRO-C  
Subject: PO00000055397 Request for Contribution Contribution due: 29/12/2005 - -  
Re: Chris  
William

Chris,

Sorry I forgot to attach the document.



PO00055397 Clarke destruction of papers.doc

Zubeda Seedat  
General Health Protection  
GRO-C

----- Forwarded by Zubeda Seedat/PH6/DOH/GB on 03/01/2006 15:13 -----

**Chris Gilson**  
03/01/2006 15:10

To: Seedat/PH6/DOH/GB@GRO-C  
cc:  
bcc:  
Subject: PO00000055397 Request for Contribution Contribution due: 29/12/2005 - -  
Re: Zubeda

Zubeeda,

Thanks - I've gone into Contact and I can't seem to see your contribution on the system (must be yet another glitch with Contact) , would you be able to resend it?

Thanks again!

Chris Gilson  
Department of Health Customer Service Centre  
Richmond House 3/F

79 Whitehall  
London SW1A  
2NS Tel: GRO-C  
GRO-C

**Zubeda Seedat**

**Zubeda Seedat**  
03/01/2006 10:31

To: Chris  
Gilson/POLICY/DOH/GB@GRO-C  
cc: William  
Connon/PD-PMD/DOH/GB@GRO-C  
Subject: Re:  
PO00000055397 Request for Contribution - Contribution due:  
29/12/2005 - -

Chris,

As discussed I attach a draft reply. Grateful for your views about the certificate confirming destruction of papers referred to in the last para.

Thanks

Zubeda Seedat  
General Health Protection  
GRO-C

Chris Gilson/POLICY/DOH/GB@GRO-C

**Chris**  
**Gilson/POLICY/DOH/G**  
**B@GRO-C**  
16/12/2005 15:43

To: William  
Connon/PD-PMD/DOH/GB@GRO-C  
Seedat/PH6/DOH/GB@GRO-C  
cc:  
bcc:  
Subject:  
PO00000055397 Request for Contribution - Contribution due:  
29/12/2005 - -

You have been asked to contribute to case PO00000055397. Please return your contribution by 29/12/2005.

You can contribute directly into the system, but please note that you must co-ordinate your updates with the Action Officer.

#### **Contact**

This email has been generated from CONTACT - the new Correspondence handling system. For a quick overview on how to make a contribution, click [here](#).....or, to find out more about Contact, please click [here](#).

Please note, that when you first use CONTACT, **your password will be "password"**.

The protocol for contributions between policy officials and the Customer Service Centre states that:

- 80 per cent of contributions for Ministerial (PO) and Treat Official (TO) correspondence and DH emails (DE) are to be returned within 2 working days and 95 per cent within 3 working days; and
- 95 per cent of Freedom of Information (FOI) contributions are to be returned within 7 working days and 100 per cent within 10 working days (this allows clearance time with DCA before the legally stipulated 20-day deadline).

Click the link below to open the case. (DH OIS users only)

**NOT RELEVANT**



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