

**From the Permanent Secretary  
and HSC Chief Executive**



Chief Executive, Business Services Organisation  
Chief Executives, HSC Trusts  
Chief Executive, NI Blood Transfusion Service  
Chief Executive, HSC Board and PHA

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Date: 24<sup>th</sup> August 2018

Dear colleagues

**INFECTED BLOOD INQUIRY:**

- (a) NOTICE OF RETENTION/NON-DESTRUCTION OF DOCUMENTS**
- (b) WAIVING OF FEES FOR ACCESS TO AND COPIES OF MEDICAL RECORDS  
FOR WITNESSES TO THE INQUIRY**
- (c) CORE PARTICIPANT STATUS**

Please note the letter attached which I have received from Sir Brian Langstaff, Chair of the Independent Public Inquiry into Infected Blood and Blood Products. Sir Brian has issued this letter to the Chief Executives of the NHS in England, Scotland and Wales. The Terms of Reference for the Inquiry are attached to his letter.

The main purpose of Sir Brian's letter is to serve notice of retention/non-destruction of documents that may be relevant to the Inquiry. Please ensure that your organisation takes all necessary steps to preserve and catalogue any such material so that it can be provided promptly to the Inquiry on request.

Sir Brian has also asked that any fees that may be charged for access to medical records or for copies of medical records are waived for witnesses to the Inquiry. Please ensure that any such fees not already prohibited under GDPR are waived.

The Department has asked for and been given core participant status for the Inquiry. The Department has asked the Inquiry to consider whether they want any of the HSC organisations to apply for designation as core participants. The Inquiry is considering this question and the Department will advise you when we have the Inquiry's response.

Please could you provide the name of a single point of contact in your organisation for the Inquiry, by email to Seamus Camplisson at [seamus.camplisson@gro-c](mailto:seamus.camplisson@gro-c) **GRO-C** A meeting will be called in the near future to discuss co-ordination across HSC organisations.

Yours sincerely

GRO-C

**RICHARD PENGELLY**

**Cc:** Chief Executive, Patient and Client Council  
Chief Executive, RQIA