

The Agency staff have disposed of documents that are of no business need or relevance. Below is a list of the broad categories of documents which have been disposed of in confidential waste:

Duplicate printed copies of SOPs

Duplicate printed copies of DD forms

Duplicate printed copies of policies

Duplicates of minutes, agendas, etc. for meetings

Duplicate printed copies of risk registers

Duplicates of draft documents

Duplicates of records which were retained – i.e. one copy retained, photocopies disposed of

Printed copies of minor correspondence, e.g. can you attend meeting at..., X is leaving on ...

Duplicate photocopies of leaving and retirement cards – one copy of each retained in KM personal box

Photocopies of the front and back of envelopes

Empty envelopes

Flyers for conferences and other events going back several years

As previously discussed in detail with Dr Morris, a lot of the information listed above will not be confidential waste. However my advice to the staff has been to dispose of printed material in confidential waste. This helps to ensure that nothing that should be disposed of is missed.

Records of any business relevance are sorted into the following broad categories:

- Incidents
- European Blood Alliance
- Minutes
- Data / Research / FOI Requests
- Chief Exec
- Staff Files (Includes Agenda for Change, Disciplinary etc)
- Patient and Donor Files

- Medical – records relating to anything medical other than patient / donor info
- Financial
- Legal and MSM Correspondence

No records relating to the above categories have been disposed of unless they were duplicate copies.

It should also be noted these records were not held in any structured or organised filing system. The process being applied by the Agency staff will sort and organise the records so they can be filed into an organised structured filing system.

Paula Johnston

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