

FOI

From:

X X 1 PHE

Sent:

22 December 2017 16:37

To:

X X X X X X X PHE

Subject:

FW: Record retention for contaminated blood inquiry - PHE response

X X  
For information, here's the note I've sent to follow up the conversation I've just had with X X n DH regarding the contaminated blood inquiry.

I'm working xmas week so will try and make initial contact with some of the colleagues we identified in Colindale who are likely to know most about what records PHE has retained that are likely to be of interest to the inquiry.

The terms of reference for the Penrose Inquiry (<http://www.penroseinquiry.org.uk/terms-of-reference>) – which covered exactly the same issue in Scotland – are of some help but piecing together what PHE can add to the English version will still depend on how that inquiry is set up.

Best wishes,

X X

X X

Public Health England

From:

X X PHE

Sent: 22 December 2017 16:00

To: X @dh.gsi.gov.uk

Cc: F X X @dh.gsi.gov.uk; X lh.gsi.gov.uk; X @dh.gsi.gov.uk;

Subject: Record retention for contaminated blood inquiry - PHE response

Dear X X

Thank for your email below, which was forwarded to me to respond to as the X X X X regarding the forthcoming contaminated blood inquiry. Your time on the telephone earlier today to discuss the support PHE is likely to be expected to provide to the inquiry was also helpful.

While recognising that the inquiry terms of reference are still to be published by the Cabinet Office, PHE does fully expect to be called upon – and to be able to respond to – requests from the inquiry to provide details of what was known at the time and what advice given to Government by the former Public Health Laboratory Service (PHLS) regarding the public health risks arising from the use of contaminated blood.

By way of first steps, PHE has commenced the process of establishing an internal working group to ensure that whatever records it still holds that are likely to be of interest to the inquiry are identified and retained. The expected focus of the inquiry on the years 1970 to 1995 means that it is possible that some records that may have been interest to the inquiry may, if managed in accordance with the guidelines in the current PHE record retention and disposal schedule, have been permanently destroyed. But the first task of the

working group will be to established what records are still held by PHE and to ensure that any that might ordinarily be due for destruction in the short term are retained pending publication of the inquiry terms of reference. However, as the PHE Departmental Records Officer, I should add that I would assess the risk of any potentially relevant records being destroyed in the immediate period while this 'discovery' work is undertaken to be very low.

Separately, I will also be making contact with ~~XXXX~~ as your Departmental Records Officer to ensure that PHE and DH establish a clear process for sharing knowledge regarding the records of potential interest that are identified. In particular, it will be important for PHE and DH to assist the work of the inquiry by ensuring that there is common agreement on the ownership of original records and copies when duplicates are identified. This is particularly likely to be the case for any relevant scientific advisory committees, where responsibilities may have become somewhat unclear with the passage of time.

So in short, PHE is aware that it is likely to be called on to support the work of the forthcoming inquiry, is initiating a process to ensure that any records it holds that are likely to be of interest to the inquiry are retained, and proposes to work with DH to ensure that the process of providing records of interest to the inquiry is managed as efficiently and effectively as possible.

I hope this note is of help, and please feel free to contact me directly if you would like to discuss this matter further.

Best wishes,

Public Health England

[www.gov.uk/phe](http://www.gov.uk/phe) Follow us on Twitter @PHE\_uk

Protecting and improving the nation's health

Begin forwarded message:

From: "PHE" <[dh.gsi.gov.uk](mailto:dh.gsi.gov.uk)>

Date: 18 December 2017 at 14:32:24 GMT

To: "PHE" <[phe.gov.uk](mailto:phe.gov.uk)>

Cc: "PHE" <[dh.gsi.gov.uk](mailto:dh.gsi.gov.uk)>, "PHE" <[dh.gsi.gov.uk](mailto:dh.gsi.gov.uk)>

Morgan <[phe.gov.uk](mailto:phe.gov.uk)>

Subject: FW: Infected Blood Inquiry - records retention

Dear PHE, please find below the request regarding records retention and management in support of the infected blood inquiry. Grateful if you could let me know how what action you will put in place, such as internal comms or reviewing records management policies and procedures, and confirm by noon on Friday please.

Many thanks

X X X X  
X X  
From:

Sent: 18 December 2017 13:48

To: PHE, DHSC

Cc: X X

Subject: Infected Blood Inquiry - records retention

Dear all

On 11 July the Government announced an independent inquiry into contaminated blood – the events that led to people being infected with HIV or hepatitis C through NHS-supplied blood or blood products in the 1970s and 1980s. The Government is committed to making sure all relevant records will be made available to the inquiry, and none will be destroyed. Already many documents relating to blood safety, covering the period 1970-1995 have been published and are available in the National Archives.

The Department has put processes in place to ensure that it does not destroy any relevant documentation relating to the events that led to people being infected with HIV and/or hepatitis C through NHS-supplied blood or blood products. This also applies to the Department's ALBs and Executive Agencies. Thus all of these bodies should retain all documents and other records for the duration of the Infected Blood Inquiry, pending any further request from the Inquiry Chair once appointed. The Cabinet Office is the sponsor department for the Inquiry and once the scope and Chair have been announced, there may be further instructions.

As head of a sponsor team for an ALB or Executive Agency, can you please forward this message to the appropriate person in that organisation and discuss with them how best to ensure all of their staff receive this message. They may wish to review records retention policy and put something on the intranet, for example. For further advice please contact me X ✓

Can you please confirm to me once you have conveyed this message to your ALB or agency, and they have confirmed that they will take the necessary action.

Kind regards,

X,

L X X  
X X X X X  
E-r



FOI

From: [redacted] X X PHE  
Sent: 18 December 2017 14:35  
To: [redacted] PHE  
Cc: [redacted] X  
Subject: Fwd: Infected Blood Inquiry - records retention  
Attachments: image002.gif; image001.jpg

Please can you consider and draft a reply for me for later this week?

Best wishes

[redacted] X  
Public Health England

[redacted] X  
[redacted] X  
: [redacted] X X  
[www.gov.uk/phe](http://www.gov.uk/phe) Follow us on Twitter @PHE\_uk  
Protecting and improving the nation's health

Begin forwarded message:

From: ' [redacted] X @dh.gsi.gov.uk>  
Date: 18 December 2017 at 14:32:24 GMT  
To: [redacted] X @phe.gov.uk>  
Cc: ' [redacted] X @dh.gsi.gov.uk>, "[redacted] X @dh.gsi.gov.uk>, [redacted] X n@phe.gov.uk>  
Subject: FW: Infected Blood Inquiry - records retention

Dear [redacted] X please find below the request regarding records retention and management in support of the infected blood inquiry. Grateful if you could let me know how what action you will put in place, such as internal comms or reviewing records management policies and procedures, and confirm by noon on Friday please.

Many thanks

[redacted] X X X X  
[redacted] X  
[redacted] X



XX X  
From: X X PHE  
Sent: 18 December 2017 13:48  
To: X X PHE, X DHE

Cc: S  
Subject: Infected Blood Inquiry - records retention

Dear all

On 11 July the Government announced an independent inquiry into contaminated blood – the events that led to people being infected with HIV or hepatitis C through NHS-supplied blood or blood products in the 1970s and 1980s. The Government is committed to making sure all relevant records will be made available to the inquiry, and none will be destroyed. Already many documents relating to blood safety, covering the period 1970-1995 have been published and are available in the National Archives.

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✓ X  
Can you please confirm to me once you have conveyed this message to your ALB or agency, and they have confirmed that they will take the necessary action.

Kind regards,

XX



X X X X

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