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16<sup>th</sup> March 2009

Dear Colleague

**re The Penrose Inquiry**

Further to the discussion at the SNBST management board on the 10th March 2009 I am writing to confirm the requirements we have to meet - at present - to satisfy Penrose. We are required to supply an account of all documentation held by SNBTS as soon as possible. In practice I would like to submit a first version before the first public meeting of the Inquiry, which is on 31st March 2009. In order to assist you I attach an Excel spreadsheet template to be completed and an example to show the level of detail needed AT THIS TIME. More detail will be needed later.

It is an imperative and an instruction from the SNBTS Director that all documents are to be identified and notified. This includes 'personal' files in offices. It is also important that areas that might appear to belong to no-one [for example, the meeting room in Gartnavel] are included. Senior managers must liaise to ensure that all areas within all locations are covered.

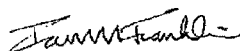
The search is not only for primary papers but also includes peer reviewed references, since these may have informed decisions. The relevant dates are from the beginning of 1971 to the end of 1996 [although no end date is defined in the terms of reference of the Penrose Inquiry].

In order to provide information before 31st March we need a first look by the end of next week, 20th March. Eventually, there will be a need for signed declarations that all papers have been included in the lists supplied to Penrose.

I appreciate that this is a big task but I think that the example provided shows the level of detail required at present.

Best wishes

Yours sincerely



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National Medical and Scientific Director

SNBTS DOCUMENT REQUEST No:

2012/00147