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27th May 2009

Dr Marc Turner
SNBTS
RIE
Little France
Edinburgh

Dear Marc,

Penrose Inquiry – Documentation Audit

As you know, we are arranging to meet all regional directors in respect of documentation required, or potentially required, for the Scottish Public Inquiry into Hepatitis C/HIV acquired infection from NHS treatment in Scotland with blood and blood products.

Lord Penrose's Team have asked for a list of all "raw" documentation held by SNBTS and have made it clear that this needs to be as complete as possible, accepting that it can be updated if additional material comes to hand. I have enclosed a copy of the draft Documentation Account, which has already been given to the Penrose Team. You will see that it lists 24 appendices which will be handed to the Team this week and which consist of original SNBTS indexes of documentation held/stored.

The members of SNBTS's Public Inquiry Team who will be visiting your office along with me are, Susan Murray, the solicitor from the Central Legal Office who is leading on the legal aspects of this inquiry and Derek Radin, National Information Governance Manager for SNBTS. The purpose of the meeting is to review the parts of the current Documentation Account and Appendices which are relevant to your area to ascertain if there are any further papers which require to be notified to the Penrose Team. We would also like to carry out a physical audit of stored documentation with you.

I realise that this may seem somewhat "heavy handed" however it will be necessary for the SNBTS Director to formally certify to the Penrose Team that all documentation has been reviewed and is included in the final Documentation Account. The purpose of this audit therefore is to allow this to be done in good faith.

If you have any queries before our visit, please let me know

Yours sincerely

Neil Billing
Penrose Inquiry Team Co-ordinator

cc Susan Murray, CLO
Derek Radin, SNBTS
Ian Franklin, SNBTS

Same letter to

P. Forsythe
B. Daw
D. Graham
S. Lawton

SNBTS DOCUMENT REQUEST No:

2012/00147