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Our ref:piyjaly1210

12 October 2010

Mrs J Lyell
Head of Corporate Affairs
NHS NSS
Gyle Square

Dear Jan,

Scottish Public Inquiry into Hepatitis C/HIV acquired infection from NHS treatment in Scotland with blood and blood products

The Penrose Inquiry Team have asked for a note of our document retention policies from 1974 to date. As you know, the SGHD have had policies on document retention since at least 1958 and these are as stated in their CEL 28 (2008) (copy attached for information).

I would be grateful if you can confirm that the CSA/NSS has implemented these policies across all its Divisions since, for our purposes, 1974. It would also be helpful to know how changes to these policies have been disseminated across the organisation. Could you confirm that you are content for your name to go forward to the Penrose Inquiry as the person in NSS who could talk to this subject?

The SNBTS will, of course, undertake local investigations to ensure that these policies were adhered to and also to find if any more stringent local rules were applied.

If you have any queries please let me know.

I look forward to hearing from you.

Yours sincerely

Neil Billing
Team Co-ordinator PI

SNBTS DOCUMENT REQUEST No:

2012/00147



INVESTORS IN PEOPLE

NHS National Services Scotland is the common name of the
Common Services Agency for the Scottish Health Service.