
From: [Code A]
Sent: 16 September 2015 15:21
To: Reeve Hilary; [Code A] (Rose Court); [Code A]
Cc: SCandCTVRRandcomplaints; [Code A]
Subject: Jane Barton/Gosport Hospital

Importance: High

Follow Up Flag: Follow up
Flag Status: Flagged

Categories: Red Category

Dear all,

Please can you carefully check your personal document accounts and any remaining PSTs (plus in [Code A]'s case the complaints files) and make sure that everything you have is transferred to and stored in the I drive under Hilary's name in the Barton file, which you can find in the archive of old Hilary cases. If you have old emails still in your personal accounts please can these be transferred to either the outlook folder or to the 'Hilary' one. There is no particular time limit for this at the moment but I will in due course need your assurance that this has been done.

[Code A] you might for example want to open a 'complaints' folder in Hilary's I drive folder to store your stuff.

The reason for this is that we have to account for everything we have to the investigation panel and we need to be careful that we have done so.

[Code A] mainly for your information only, but you will need to transfer any emails that are still in your personal folders.

Regards

[Code A]