
From: Code A
Sent: 17 September 2015 11:54
To: Code A; Reeve Hilary; Code A (Rose Court); Code A
Cc: SCandCTVRRandcomplaints; Code A
Subject: RE: Jane Barton/Gosport Hospital

Follow Up Flag: Follow up
Flag Status: Flagged

Thanks Code A

Would Tuesday be a realistic deadline for this?

The reason being is that I will need to put in an I Change request to have the USB drive active for encrypting on a particular date and I am on leave the following week. Unless it can wait until after that?

Code A

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

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