18 September 2002

- am (circa 10am) David Puglsey called Code A after trying to contact both Sheila Clark and Code A Health Authority required PHCT board papers to be located and secured.
- Am (circa 10.30am) Code A spoke to Code A who agreed to locate and report back.
- Am Code A informed David Pugsley who in turn informed Chris Hoare. David called back to say at this stage could we collect files, log contents, secure and ensure they were locked in area where only the chief executive or deputy could access them.
- Code A had located were the files were thought to have Pm Code A spoke to been and was trying to locate a key holder.
- Pm | Code A | contacted | Code A | Had accessed medical records and not found the files required.
- Pm Chris Hoare informed by Code A and search continued..... 2.30pm Code A Sheila Clark and Code A met at St James. Code A had been advised of alternative location. All three went to medical records, found files and escorted the files up to the Trust Central Office for checking, securing and logging. Which commenced at 3.50pm.
- At 5:30 pm 3 boxes of logged files were secured in locked cabinet in locked room at TCO. Sheila Clark has both keys.

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Royal Swessbury Hop	
Te: Code A	DERITY CEO 18/9/02
Email: sovien.osberren sath.nhs.	ve Bonnen Assurance Manager 18/4/6
SCLIANK	- Chief Executiv

e 18/9/02

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NOT TO BE DESTROYED OR DISCLOSED TO ANYONE WITHOUT RECEIPT OR WITNESSES



18 September 2002

- am (circa 10am) David Puglsey called Code A after trying to contact both Sheila Clark and Pam Hobbs. Health Authority required PHCT board papers to be located and secured.
- Am (circa 10.30am) Tracy Green spoke to Pam Hobbs who agreed to locate and report back.
- Am Code A informed David Pugsley who in turn informed Chris Hoare. David called back to say at this stage could we collect files, log contents, secure and ensure they were locked in area where only the chief executive or deputy could access them.
- Code A had located were the files were thought to have Pm Code A spoke to been and was trying to locate a key holder.
- Pm Code A contacted Code A Had accessed medical records and not found the files required.
- Pm Chris Hoare informed by
 Code A
 and search continued.....

 2.30pm Tracy Green, Sheila Clark and
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 met at St James.
 Code A

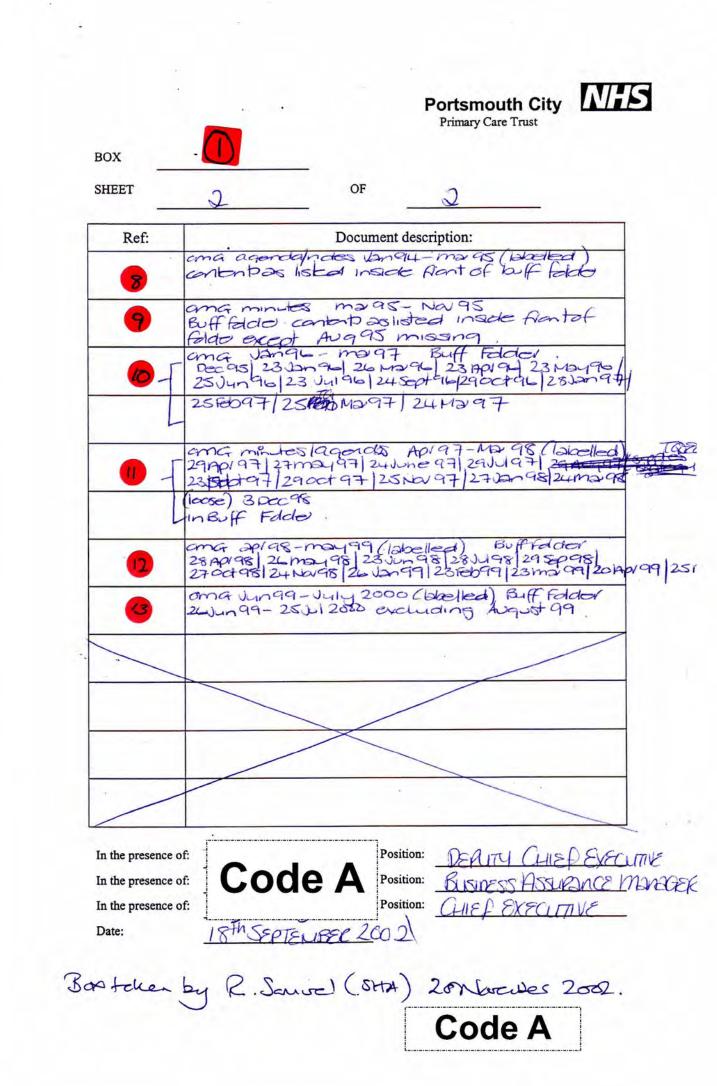
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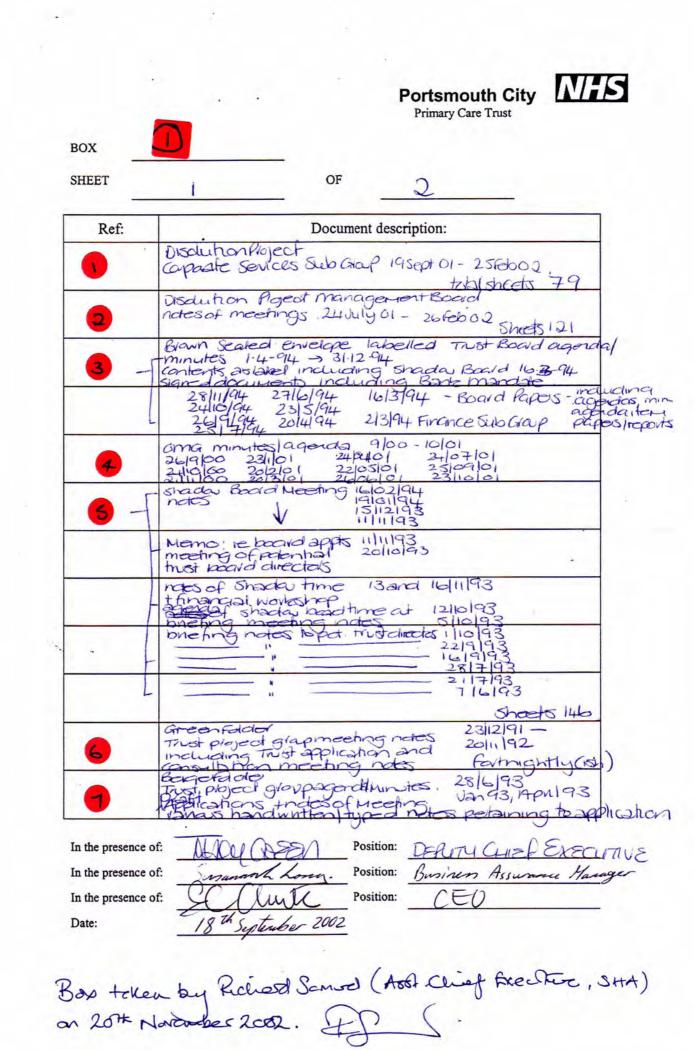
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In the presence of: In the presence of: In the presence of: Date:

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