GMC100744-0001

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Bulk Storage Form

Secretary's Name:	Code A	Secretary's Room No:	_PH03
Partner's Name:	SLE	Date sent to Archives:	07/05/08
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Box Number:

X-Range – From:

To:

Client & Matter Number:	Client Name:	Client Matter Details: (and any other information required for identification in the future)	File Review or Destruction Date:	X Number: (to be completed by File Room)
00492.15579	General Medical Council	Dr Barton – Box 11		
		Paper folder medical records of Dennis Amer, Alan Hobday, Katherine Lee, Charles Hall, Violet Reeve, Stanley Carby, Harry Hadley, Sidney Chivers, Dennis Brickwood, Daphne Taylor, James Ripley and Walter Clissold x 2.		
		VICTOR ABBOTT		

(TAB THROUGH TO ADD MORE ROWS TO THE TABLE IF REQUIRED, DELETE SURPLUS ROWS)

ARCHIVES ONLY - Form completed on:

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GENERAL MEDICAL COUNCIL

DR BARTON COde A

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SLE/TET

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Box 11

 Paper folder medical records of Dennis Amey, Alan Hobday, Katherine Lee, Charles Hall, Violet Reeve, Stanley Carby, Harry Hadley, Sidney Chivers, Dennis Brickwood, Daphne Taylor, James Ripley, and Walter Clissold x 2. VICTOR PBB01T

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Bulk Storage Form

Secretary's Name:	Code A	Secretary's Room No:	Manchester office
Partner's Name:	Sarah Ellson/Code A	Date sent to Archives:	29 October 2009

Box Number: R100446213 X-Range – From:

Client & Matter Number:	Client Name:	Client Matter Details: (and any other information required for identification in the future)	File Review or Destruction Date:	X Number: (to be completed by File Room)
00492.15579	GMC	Dr Jane Barton:-		
		Ben Fitzgerald's papers:-		
		Panel Bundle Patients B, I		

(TAB THROUGH TO ADD MORE ROWS TO THE TABLE IF REQUIRED, DELETE SURPLUS ROWS)

ARCHIVES ONLY - Form completed on:

By:

To:

EVERSHEDS LLP ARCHIVING FORM			
Please provide one form per Matter.			
When filling out this form, please type or use block capitals.			
PLEASE NOTE: If this form is incomplete or the matter files are not submitted in a condition which enables the Archiving teams to handle them, they may be returned to the Legal Adviser. It is extremely important that the information on this form is correct and suitable attention is given to packaging the matter files in an appropriate manner.			
COMPLETE ALL SECTIONS			
Client 145634 Client General Medical Council No: Name:			
Matter 25 Matter Barton No: Description:			
Billing Time Keeper: Code A			
Contact Name and Ext No:			
Additional Information:			
OPTION 1: CLOSED MATTER SUBMITTED FOR ARCHIVING (This is box of) OPTION 2: OPEN MATTER SUBMITTED FOR SAFE KEEPING (This is box of)			
OPTION 2: OPEN MATTER SUBMITTED FOR SAFE KEEPING (This is box) For Option 1: Please attach a copy of the appropriate Automatic Closing Report from Elite			
CERTIFICATE			
This File has been checked carefully for original Title Deeds, Probates, Agreements and other documentation which ought to be preserved separately. Please submit these for safekeeping using the Deeds Storage procedure. SIGNATURE: DATE: Code A 01- 02- 2007			
(Legal Adviser)			
PRINT DEPARTMENT: NAME:			
CLOSED MATTER RETENTION PERIOD			
Unless the Matter falls within one of the exceptions set out below, the File will be held in storage for a period of 10 years from the date of closure. Upon expiry of this period the File will be destroyed without further review.			
Please 10 years Indicate Chosen Retention			
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FOR ARCHIVING USE ONLY			
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