

Other Document Form

Number 122.

Title EMAIL from Code A (26 ACTIONS TO BE PUT ON HOLD)
(Include source and any document number if relevant)

Receivers instructions urgent action Yes No

Document registered / indexed as indicated

No(s) of actions raised

Statement readers instructions

Indexed as indicated

No(s) of actions raised

Examined - further action to be taken

Further actions no(s)

When satisfied all action raised Office Manager to endorse other Document Master Number Form.

Receiver	
Code A	
O/M	SIO
Indexer	

Code A

From: [Redacted]
Sent: 19 May 2003 16:17
To: [Redacted]
Subject: Action to be put on hold

Dear all,

I've had a call from Charlotte at the PCC who supplied us with details of staff at GWMH. Apparently she included in the list staff at Redcliffe House, in error, in addition to the Annex. There is no easy way of identifying from the list which staff are from the House but we can identify all of those from Redcliffe. Fortunately there are only 24, 15 of which have not been allocated. Of the remaining 9, 2 have been resulted and below is a list of the remaining 7 which we need to **put on hold for the moment.**

1.	N495	ANDREWS	A294
2.	N510	BRAMWELL	A309
3.	N526	CLINGHAM	A326
4.	N529	COOPER	A331
5.	N541	DAVIES	A343
6.	N486	HOWES	A287
7.	N621	O'BRIEN	A426

Code A

Cheers,

Owen.

Tracking:

Recipient

Code A

Read

Read: 20/05/03 08:52

Read: 20/05/03 10:11

Read: 21/05/03 08:44