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*Minicom Service is available within the Trust on request*

*Date: 29 October 2004*

Dear Colleague

Please see attached copy of letter from Mr Gowdy, Permanent Secretary which I received on 28 October 2004.

So as to comply with the requirement I am asking you to confirm to me by Tuesday 02 November 2004 that you have initiated a process within your span of control that will support me to conclude the exercise by the due date of Friday 05 November 2004.

Should you determine that you do not have an input into this process please confirm same to me by Tuesday 02 November 2004.

I will be in a position on Tuesday 02 November 2004 to advise you as to who will interface with you on my behalf to secure documentation in accordance with the specific criteria as detailed in the Permanent Secretary's letter e.g. sorting, refereeing and indexing.

I thank you for your anticipated co-operation with this task.

Yours sincerely

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**HARRY MULLAN**  
*Chairman*

*Enc*

*hm/emacs/0474*