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Trust Headquarters, Strathdene House, Tyrone & Fermanagh Hospital, Omagh, Co Tyrone BT79 0NS
Direct Line: [REDACTED] Fax: [REDACTED] e-mail: [REDACTED]

MEMORANDUM

TO: Mr Hugh Mills, Chief Executive
Mr Trevor Anderson, Consultant Gynae/Obstetrics
Mr Eugene Fee, Director of Acute Hospital Services
Dr Jim Kelly, Consultant Physician
Dr Jarlath O'Donohoe, Consultant Paediatrician
Ms Bridget O'Rawe, Director of Corporate Affairs
Mrs Esther Millar, Service Director, Women & Children's Services
Mrs Janet Hall, Communications & Public Affairs Manager
Dr Diana Cody, Medical Director (Acting)
Mr Gerry McLaughlin, Director of Human Resources

FROM: Mr Harry Mullan, Chairman

DATE: 1 November 2004

SUBJECT: Correspondence from Mr Gowdy, Permanent Secretary

I enclose a copy of a letter I have received from Mr Clive Gowdy, Permanent Secretary of the Department of Health, Social Services and Public Safety. I write to seek your co-operation in fulfilling the requirement to secure the relevant records.

I have appointed Mr Tom Flanagan and Mr Frank Curran to assist with this task on behalf of the Trust.

I would be grateful therefore if you would pass your files in respect of this matter to either Mr Flanagan or Mr Curran. You can retain copies if you wish. I would emphasize the importance in disclosing all documentation, as discovery of evidence at a future date would undermine your position.

One of the aspects I have taken advice on from Internal Audit is in respect of electronic records including those stored on your personal computer. It has been recommended to me that I should seek your co-operation to copy your hard disk onto CD in the first instance. You can then proceed to set up a file for those papers, which you feel, are relevant, draw the documents into same, and provide a copy for secure storage to either Mr Flanagan or Mr Curran. Mr Curran will provide technical support if required. You should also note that a copy of the current electronic records has been secured from the server.

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I appreciate the significant workload involved in this process however you will appreciate the need for my compliance with Mr Gowdy's request.

Regards.



Mr Harry Mullan
CHAIRMAN

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Copy to Secretaries

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