



Your Ref:

Our Ref:
NSC B04/1

Date:
26 September 2011

Ms Caroline Martin
Solicitor to the Inquiry
Arthur House
41 Arthur Street
Belfast
BT1 4GB

Dear Madam

RE: INQUIRY INTO HYPONATRAEMIA RELATED DEATHS

I refer to your email of 21st July 2011 and to our subsequent correspondence on the matters raised therein.

I am instructed that prior to March 2008 no formal policy in relation to records management existed. The policy introduced in March 2008 was in response to guidance provided by the DHSS&PS entitled "Good Management Good Records" which was issued in December 2004.

Prior to December 2004 there was no specific guidance on destruction/retention of records other than Medical Records and Social Care Records. The retention of all other papers such as minutes, rosters etc would have been subject to whatever local practice was at the time and it is likely that storage issues would have been a major factor in determining what documents would have been retained.

You will note that previous correspondence as regards document retention/destruction prior to 2004 makes reference to "Trust Policy" or "Hospital Policy" and this may have led to some confusion. I understand that perhaps reference to a "practice" rather than "policy" would have been more appropriate.

I trust that this clarified matters.

Yours faithfully

Wendy Beggs