



Business Services  
Organisation

## Directorate of Legal Services

— PRACTITIONERS IN LAW TO THE  
HEALTH & SOCIAL CARE SECTOR —

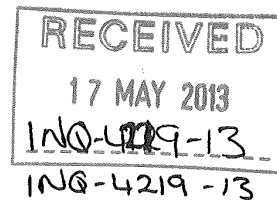
2 Franklin Street, Belfast, BT2 8DQ  
DX 2842 NR Belfast 3

Your Ref:  
BMcL-0091-13

Our Ref:  
HYP W50/1

Date:  
17<sup>th</sup> May 2013

Mr B McLoughlin  
Assistant Solicitor to the Inquiry  
Arthur House  
41 Arthur Street  
Belfast  
BT1 4GB



Dear Sir

### RE: INQUIRY INTO HYPONATRAEMIA RELATED DEATHS – LUCY CRAWFORD

I refer to the above matter and to your letter 14<sup>th</sup> May 2013.

*I am instructed that guidelines set by the Royal College of Pathologists state that "It is prudent to keep request forms until the authorised report, or reports on investigations arising from it, have been received by the requester. As this period of time may vary with local circumstances, we do not recommend a minimum retention time but believe that, ordinarily, request forms need not be kept for longer than one month after the final checked report has been dispatched. For many uncomplicated requests, retention for one week should suffice".*

Accordingly manual request forms are retained for an approximate period of two months. In those circumstances the manual request form is not available.

Yours faithfully

Joanna Bolton  
Solicitor Consultant

*Providing Support to Health and Social Care*

