

Band C1

**From:** [REDACTED] - HQ Directorate of Professional Standards  
**Sent:** 20 January 2016 12:48  
**To:** Coombe Penny - Public Inquiry Team  
**Subject:** FW: URGENT

**Importance:** High

Penny,

I understand from Heidi you require this.

Regards,

Band C1

[REDACTED]

[REDACTED]

**Business Manager**

**Directorate of Professional Standards**

**MetPhone** [REDACTED] | **Telephone** [REDACTED] | **Mobile** [REDACTED] | **E-mail**

[REDACTED] | **Address** [REDACTED]

**Not Protectively Marked**

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**From:** Bonthron Alaric M - DPS  
**Sent:** 26 March 2014 08:30  
**To:** DPS - SMT  
**Subject:** URGENT  
**Importance:** High

All

Please can you ensure that all staff under your command know that there is to be no shredding of any DPS docs other than very routine paperwork.

Any sensitive documents, case files, historical investigation files etc must be retained and if necessary archived.

This is for immediate action.

Many thanks

Alaric