

BAND C2

From: [REDACTED] - SCO35
Sent: 19 January 2016 08:20
To: DI Mailbox - DPS Public Inquiry Team
Cc: [REDACTED] - SCO35; [REDACTED] - SCO35
Subject: RE: Filesafe DCI 1 DCI 1

Importance: High
Sensitivity: Confidential
Penny and Ellie,

This was sent to SLT leads on 2 June 2015 asking for nominations from each area of business to be responsible for their archives.

I have the nominations and keep a record of where archives are etc.

I hope this helps.

[REDACTED] BAND C2

[REDACTED]
Support Manager
SCO 35 COVAD

Room [REDACTED]
New Scotland Yard
[REDACTED]

Met Sec Restricted

BAND C2

From: Coombe Penny - Public Inquiry Team **On Behalf Of** DI Mailbox - DPS Public Inquiry Team
Sent: 18 January 2016 17:52
To: [REDACTED] - SCO35
Cc: [REDACTED] - SCO35; [REDACTED]
Subject: FW: Filesafe DCI 1 DCI 1
Importance: High
Sensitivity: Confidential
BAND C2

Hi [REDACTED]

We are in the process of pulling together a response to Rule 9(8) which asks for reassurance that the organisation is taking steps to ensure that all UPPI relevant material is preserved. Could you confirm that the email that you sent to us for review in May 22015 (below) was sent out to the Command and the date it was sent?

I have been given a brief update from [REDACTED] on activity undertaken by SCO35 to comply with FileSafe and records management policy, but I would be grateful if you could provide any communications / policies or other detail available. BAND B2

Many thanks
Penny & Ellie

CC - [REDACTED] as requested
DI 1 DCI 1

From: [REDACTED] - SCO35 BAND C2
Sent: 28 May 2015 14:37

To: DI Mailbox - DPS Public Inquiry Team
Subject: RE: Filesafe
Importance: High
Sensitivity: Confidential

Ellie & Penny,

Please see below which I intend to send out to our command first of all to identify a) where all our archives are and b) to identify spocs.

I will follow up with further info to say that we will probably keep archives etc for 3 years in house then send the rest to TNT for storage.

I would be grateful for you checking just to ensure I have recorded information correctly and if there is anything else I should add which may be beneficial to the reader.

Many thanks


Support Manager
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Operation Filesafe

The MPS has introduced Operation Filesafe after the Stephen Lawrence Independent Review criticised the failure of the MPS to locate documentary records related to historic corruption enquiries. It was identified that the Met doesn't know what information it holds, where it is or how to search for it.

A search of the MPS estate is being conducted on a borough by borough basis initially and each B/OCU will be responsible for searching its estate to locate documents that aren't currently registered on a corporate system.

At present a significant quantity of unregistered material is currently held in deep storage at TNT and this will continue and can be recalled at any time.

Each unit will be asked to search their archives and areas where documents are kept and identify material not registered on a corporate system. All material should be reviewed and ensure that it complies with the Records Management Policy Toolkit which can be found, and should be seen for information, on the Operation Filesafe webpage.

Everyone should review all material for relevance to the Stephen Lawrence case, the Macpherson Inquiry, the SDS, undercover and anti-corruption policing. If you

do identify any documentation relating to said material can you please inform me immediately as this will need to be identified to the Public Inquiry Team.

We can be ahead of the game by undertaking this work as soon as possible to a) identify and ensure continuance of well manage archives and b) ensure that as we review our archives and documentation that any information that comes to light with regards to the above can be submitted through the corrected channels as highlighted in the Operation FileSafe SOP.

To commence with we should nominate person(s) to undertake this role of identifying all archives within our respective areas of our Command and list them by building, floor and room number and conduct an HR Risk Assessment stating any risks or hazards. In addition, local managers should ensure that staff working in archives have completed their manual handling training and are aware of health and safety regulations.

To this end I would be grateful if details of nominated person(s) and the building(s) where archives are kept are forwarded to me by the end of June to compile a living document which can then be a starter for where documents can be located. Once this has been achieved I will circulate further information with regards to retention periods which at present is 100 years. Please do though read up on Operation FileSafe including the toolkit to ensure familiarity with the subject matter. I attach a link regarding this
http://intranet.aware.mps/DCP/Directorate_of_Professionalism/02_Operation_FileSafe/index.htm

Please be aware that no relevant documentation of any form will be shredded or otherwise destroyed without written authorisation of the Commander SCO35.

If you have any queries please do not hesitate to contact me or in my absence D/Supt [REDACTED] DSU 2

Many thanks for all your assistance.

From: Pyemont Ellie - Public Inquiry Team **On Behalf Of** DI Mailbox - DPS Public Inquiry Team
Sent: 22 May 2015 13:38
To: [REDACTED] - SCO35
Subject: RE: Filesafe
Sensitivity: Confidential BAND C2

Hi [REDACTED] yes - we would be more than happy to have a look at anything, though hopefully you ought to find a lot of what you need on the FileSafe intranet site.

http://intranet.aware.mps/DCP/Directorate_of_Professionalism/02_Operation_FileSafe/index.htm

Many thanks

Ellie & Penny

DI Ellie Pyemont & DI Penny Coombe
Assistant Commissioner's Public Inquiry Team

Metphone [REDACTED]
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Address Room [REDACTED], 9th Floor, New Scotland Yard, Broadway, London, SW1H 0BG
METROPOLITAN POLICE SERVICE

MetSec Code - Restricted

N.B. We are a jobshare team. Our aim is to provide seamless, full-time coverage and service for our role. If you have any questions about how our job share works, please ask.

From: [REDACTED] - SCO35 BAND C2
Sent: 21 May 2015 16:15
To: DI Mailbox - DPS Public Inquiry Team
Subject: RE: Filesafe
Importance: High
Sensitivity: Confidential

Penny and Ellie,

Thank you very much for your reply.

I am in the process of writing an initial request to the Command are you happy to review it to ensure I have included relevant content?

Many thanks

[REDACTED] BAND C2
Support Manager
SCO 35 COVAD

Room [REDACTED]
New Scotland Yard

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From: Coombe Penny - Public Inquiry Team **On Behalf Of** DI Mailbox - DPS Public Inquiry Team
Sent: 20 May 2015 17:42
To: [REDACTED] - SCO35
Subject: RE: Filesafe
Sensitivity: Confidential BAND C2

Thank you for your email. I will respond to each of your points individually.

1. If you are referring to the request that you inform Operation FileSafe of any reference to undercover deployments, this is restricted to incidents where undercover officers have been deployed. Specifically the SDS but as terms of reference for the Public Inquiry have not yet been set, this can be interpreted more broadly for now.

2. There is no expectation that a forensic read will be conducted for all material held

by a unit. However, you should have an understanding of the nature of a document's content and be able to make a reasonable assessment of the likelihood that it will contain information relevant to Op FileSafe's areas of interest. If deemed necessary, a more in depth look at the material should be considered. As you say, should you come across information relating to Stephen Lawrence or deployments of undercover officers, please inform Op FileSafe using the form found on the Intranet.

3. Great, that sounds like a sensible approach.

4. All material with a MOPI retention date that is not already registered on a centrally searchable system will need to be put on the IAR. The physical data entry will be done by a team from Records Management Branch. You will be responsible for collating the documents that need to be registered so that they can collect, process and put into local archives or deep storage as appropriate. Or, should you wish to retain documents locally, you will need to complete an E form (similar to a FOD front sheet) and submit to a Records Management mailbox so that relevant details can be put on the IAR. You will not necessarily need to complete a front sheet for each document, bulk submissions will be accepted. We hope that this E form will be available on the intranet site within the next couple of weeks.

I hope this answers your questions. We are based at NSY and I am happy to pop down to your offices for a quick chat through if you have any other queries.

Kind regards

Penny & Ellie

From: ██████████ - SCO35 BAND C2
Sent: 13 May 2015 15:37
To: Pyemont Ellie - Public Inquiry Team ; Coombe Penny - Public Inquiry Team
Subject: Filesafe
Importance: High
Sensitivity: Confidential

Ellie, Penny,

Hope this finds you well.

I am the SPOC for SCO35 re Op Filesafe and have visited one of our sites today on borough where some of 35 archives are held.

Just a couple of questions have arisen which I hope can be clarified.


1. It mentions undercover in the guidance - does this mean undercover ops or include surveillance, CHIS etc as it is such a wide subject?
2. Can it be confirmed that there is no expectation to search all files to see if there is a link with Stephen Lawrence. However should we come across a link we inform Op Filesafe?
3. I am starting work my end to collate where documents for SCO35 are held around the MPS to at least be aware of where files etc are held.

4. Do all files need to be registered on the IAR? As we are moving from NSY at some stage we will need to start work on our archives before we re locate.

Thanks very much for your help.



BAND C2


Support Manager
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