

Pyemont Ellie - Public Inquiry Team

From: Hutchison Neil - Public Inquiry Team
Sent: 18 January 2016 17:50
To: DI Mailbox - DPS Public Inquiry Team
Subject: Records management guidance (Op FileSafe)

Instruction to all SO and SC&O BOCU Commanders re informing us of any UC material held and not destroying it, see para 7

BAND D4

From: [REDACTED] SO14
Sent: 01 October 2015 08:51
To: Hutchison Neil - Public Inquiry Team [REDACTED]
Cc: [REDACTED]
Subject: Records management guidance (Op FileSafe) CI 1 SUPT 1

Neil,

Apologies for the delay in responding to your e-mail, but this has been due to the ongoing work relating to

As per your e-mail below:

1. The Royalty and Specialist Protection (RaSP - merger of SO1 and SO14) SLT lead for Op FileSafe will be Ch Insp [REDACTED] CI 1 [REDACTED] CI 1 [REDACTED] DI 3
2. Unfortunately we don't as yet have an Information Manager (Ch Insp [REDACTED] has yet to appoint), as DI [REDACTED] (ex-SO14) has retired and the Unit to which he was attached as been transferred to PSO.
3. SDO's have been appointed across RaSP, and they are:

Buckingham Gate - [REDACTED] CI 2
Maltby Street - [REDACTED] CI 3
London Palaces - [REDACTED]
Windsor - [REDACTED] CI 4
Foreign & Commonwealth Office and MOD - [REDACTED] CI 5
Scotland Sites - [REDACTED] INSP 2

Kind regards,

[REDACTED] BAND D4

[REDACTED] Staff Officer to Ch Supt Bert Moore | Royalty & Specialist Protection (RaSP)

MetPhone [REDACTED] telephone [REDACTED] Mobile [REDACTED] E-mail [REDACTED] Address [REDACTED]
London SW1E 6JP

From: Hutchison Neil - HQ Directorate of Professional Standards
Sent: 01 August 2014 10:42
To: SO - OCU Commanders; SCO - OCU Commanders; SCO - OCU Commanders PA's & SO's
Cc: SCO - Chief Officer Group; SOHQ - SO COG
Subject: Records management guidance (Op FileSafe)

Dear Colleagues,

At the SC&O SMT meeting on 7th July you may recall that I presented on MPS Records management and Op FileSafe. The briefing related to a Management Board direction to review MPS Records Management following severe criticism in the Stephen Lawrence Independent Review (Ellison).

The ongoing risks include:

- Breaching Data Protection legislation and Management of Police Information national policy (MOPI).
- Failure to locate material relevant to investigations (internal and external).
- Failure to record when and why material destroyed resulting in damage to public confidence through allegations of "cover-up."
- Wasting premises space, staff time and money by retaining material unnecessarily.

Operation FileSafe will implement a long term improvement to Records Management. FileSafe will direct all B/OCUs to review and record all non-registered documentary material they hold on a standardised IT platform. This includes material filed on division or retained in storage by TNT, it does not include digitised records on Met servers. The IT platform is in development and will ensure a standardised format for recording documents stored and destruction decisions. It will be centrally searchable to enable the MPS to recover relevant documents and provide auditable management information. Op FileSafe will not commence until this platform is in place.

Prior to Op FileSafe it is recommended that you undertake the following preliminary steps to ensure your OCUs compliance with existing MPS Records management policy and to assist you in implementing FileSafe:

1. Appoint an SLT member as SPOC for Records management.



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2. Ensure you have an appropriate Information manager (IM) appointed. Attached is the latest list, it may be out of date for some of you. As this is a role rather than a post you will need to assign the role to someone else if the named member of staff is no longer with your BOCU. If the IM recorded on the attached is not accurate or you wish to change the role holder please inform [REDACTED] in the Public Access office and he will update the list.



IMs List JUNE
2014.xls

BAND B1

3. Ensure you have a current Senior Designated Officer for each building you are responsible for.

See the attached link for the current list of SDOs:

Shortcut to:

http://intranet.aware.mps/Resources/Resources_Directorate/03_Property_Services/08_Senior_Designated_Officer/Index.htm#list

4. Check with your Prosecution team (JPS) lead that current arrangements for submitting case files to registry are functioning effectively (in general they do).

5. Task your IM to ensure that any new material sent for storage at TNT is properly indexed and recorded in compliance with guidelines provided by Records Management department (at present compliance is very poor).



StorageApplicati...

6. Task your IM to review material currently held to identify any that has passed its Management of Police Information (MOPI) retention period and is therefore suitable for destruction. A record should be kept of material destroyed and the rationale.

7. At present there is no MOPI period for retaining material relating to police corruption investigations or undercover operations. Please ensure that if any such material is found it is retained and e mail DPS - AC Public Inquiry Team with details.



Op Filesafe
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8. The Specialist Crime Review group are currently undertaking Op Yetna in relation to missing Murder investigation files. They must be informed of any such files located.

Submitted for consideration,

Neil Hutchison | Detective Superintendent
AC Professionalism. Public Inquiry Team
Metropolitan Police Service
MetPhone: [REDACTED] Mobile: [REDACTED]
Address: Room [REDACTED] Tower Block, New Scotland Yard

The DPS intranet site can be viewed at the following link: <http://intranet.aware.mps/DCP/DPS/Index.htm>

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MPS - UCPI
PROVISIONALLY
REDACTED