

### Other Document Form

Number

205

Title Letter 27/11/06 - MURKIN - BURR - confirm suspension  
(Include source and any document number if relevant) & record destroyed

Receivers instructions urgent action Yes / No \_\_\_\_\_

Document registered / indexed as indicated \_\_\_\_\_

No(s) of actions raised \_\_\_\_\_

Statement readers instructions \_\_\_\_\_

Indexed as indicated \_\_\_\_\_

No(s) of actions raised \_\_\_\_\_

Examined - further action to be taken \_\_\_\_\_

Further actions no(s) \_\_\_\_\_

Receiver	
<b>Code A</b>	
Indexer 6739	
O/M	SIO
Indexer	

When satisfied all action raised Office Manager to endorse other Document Master Number Form.

PORTSMOUTH  
**HealthCare**  
 NHS  
 TRUST

**CONFIDENTIAL**

Detective Chief Inspector R. J. Burt  
 Hampshire Constabulary,  
 Major Incident Complex,  
 Kingston Crescent,  
 PORTSMOUTH.  
 PO2 8BU

Our ref

MM/LH/YJM

Your ref

HQ/CID/SE/DCI/2000

Date

27 November 2000

Ext

4378

Dear Detective Chief Inspector Burt,

I am writing to confirm receipt of your letters dated 10th and 20th November, 2000. I am aware that you spoke on the telephone with Mrs. Lesley Humphrey, Quality Manager, on 22nd November, 2000 about the issue of destruction/retention of health records.

As Mrs. Humphrey explained, our Trust provides many services. Mrs. Humphrey agreed with you that, for the purpose of your inquiries, your requests about retention of health records will apply only to the Community Hospitals (Gosport War Memorial, St. Christopher's (Fareham), Havant War Memorial, Victoria Cottage (Emsworth) and Petersfield) and to our Elderly Medicine services at Queen Alexandra and St. Mary's Hospitals in Portsmouth.

You ask for confirmation of the action taken in response to your letters:

- 14.11.00 - Your first letter was received.
- 15.11.00 - General Managers for Fareham/Gosport and Elderly Medicine notified of your request about retention of medical/health records by e-mail.
- 21.11.00 - Your second letter was received.
- 22.11.00 - Mrs. Humphrey's telephone conversation with you.
- 23.11.00 - Portsmouth HealthCare Trust's General Managers for all Community Hospitals and Elderly Medicine notified of your extended request about retention of records (death registers, etc.) by e-mail.
- 23.11.00 - Portsmouth Hospitals Trust's Pharmacy Manager notified of your request by e-mail.
- 24.11.00 - Instructions to Portsmouth HealthCare Trust's General Managers confirmed in letter from Mrs. Humphrey.
- 24.11.00 - Notification of your request regarding pharmacy records confirmed by letter from Mrs. Humphrey to Pharmacy Manager.

PORTSMOUTH HEALTHCARE NHS TRUST CENTRAL OFFICE

**St. James' Hospital**

Locksway Road, Portsmouth, Hants PO4 8LD  
 Tel: 023 92822444 Fax: 023 92293437  
<http://www.portsmouth-healthcare.org>

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In summary, all Portsmouth HealthCare Trust's wards in the Community Hospitals and in the Department of Elderly Medicine at Queen Alexandra and St. Mary's Hospitals have been asked to retain all the types of records mentioned in your letters to me.

All Portsmouth HealthCare Trust's Community Hospital's records departments have been instructed to stop destruction or micro-filming of health records or x-rays.

The Elderly Medicine (Queen Alexandra and St. Mary's Hospitals) health records and x-rays are managed through the associated Portsmouth Hospitals Trust department. The health records (medical, nursing, etc.) are micro-filmed three years after the patient's death and the originals destroyed. A full paper copy can be replicated from the micro-film. The Portsmouth Hospitals Trust's Medical Records Manager has stated that lack of storage space means that she cannot halt the micro-filming process. The Portsmouth Hospitals Trust's X-ray Department (Queen Alexandra and St. Mary's Hospitals) destroys all x-rays after five years.

The Pharmacy service is provided by Portsmouth Hospitals Trust and your request forwarded accordingly.

Given that your enquiries relate to Gosport War Memorial Hospital, I will assume that you are happy with these arrangements unless notified otherwise.

Should you wish to request that micro-filming or destruction of records managed by Portsmouth Hospitals Trust are halted, it may be preferable for you to write to them directly given that these departments are not under the control of this Trust.

Please contact Mrs. Humphrey if you need further clarification.

Yours sincerely

**Code A**

Max Millett  
Chief Executive

Copy to: Mr. W. Hooper, General Manager, Elderly Medicine  
Mrs. F. Cameron, General Manager, Fareham/Gosport  
Mr. N. Stubbs, General Manager, Havant/Petersfield  
Mr. J. Watling, Pharmacy Service Manager, Portsmouth Hospitals Trust