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**Darren Tierney**

Director General, Propriety & Ethics  
Cabinet Office

By email only

11 October 2022

Dear Darren

**UK Covid-19 Inquiry - record retention**

Further to our exchange of letters on 20 January and 8 February 2022, I am writing to request that you reinforce your previous messaging to government departments regarding the retention of material of potential relevance to the Inquiry.

In my letter of 20 January I asked that each department '*takes steps to ensure that the same approach to record retention is communicated throughout all relevant bodies, including arm's-length bodies and any other bodies exercising public functions.*' Legal representatives for the Local Government Association (LGA) have since raised concerns with the Inquiry that this instruction may not have reached all local authorities.

We have directed the LGA to my earlier letter, which is published on the [Inquiry's website](#), and asked that they make their members aware of the request. However, I would also ask that you reiterate to government departments that they ensure the requirement to retain records is cascaded to all bodies within their ambit that exercise public functions, either directly by the department or via representative bodies where more appropriate. That includes local authorities in all four nations of the UK.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Ben Connah', with a horizontal line underneath.

Ben Connah  
Secretary to the Inquiry