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FROM: PETER MAY
PERMANENT SECRETARY, DoJ
13 OCTOBER 2021

Jayne Brady, HOCS

cc Ronnie Armour
Deborah Brown
Julie Harrison
Glyn Capper
Jill Herron

COVID-19 PUBLIC INQUIRY – RECORD RETENTION

Thank you for your letter of 16 September asking that I take steps to assure myself that my Department and ALBs will be ready to meet its obligations to provide relevant records, information and data to an inquiry as it is requested. I apologise for the delay in responding.

2. I recognise that the inquiry may wish to consider the key decisions and actions that were taken by the Department, its agencies and ALBs to ensure that business continuity was maintained and in the contribution to Executive policy approaches.

3. I have written to all my Departmental Heads of Division, our agencies and ALBs to advise them to take initial proportionate steps now to **LPP/LAP** **LPP/LAP** identify any information of material relevance. In addition, I have also initiated plans to set up an internal Working Group to act as a first point of contact for Departmental, Agency and ALB staff seeking advice and also to act as a contact point for the inquiry once established.

Personal Data

PETER MAY
CB Ext **I&S**

