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**From:** NR  
**Sent:** 09 June 2023 11:57  
**To:**

|          |                |                    |                 |               |                     |
|----------|----------------|--------------------|-----------------|---------------|---------------------|
| NR       | NR             | NR                 | NR              | NR            | Broderick, Siobhan; |
| NR       | NR             | NR                 | Fee, Geraldine; | NR            | Gallagher,          |
| Patrick; | NR             | Griffith, Deirdre; | Hannon, Maria   | NR            | NR                  |
| Richard; | NR             | NR                 | NR              | NR            | NR                  |
| NR       | Lloyd, Neelia; | NR                 | NR              | NR            | McClintock, Doreen; |
| NR       | NR             | (TEO);             | NR              | NR            | Moffett, Colin;     |
| NR       | NR             | NR                 | Morrow, Carol;  | NR            | NR                  |
| NR       | NR             | NR                 | NR              | TEO Covid 19; | NR                  |
| NR       | NR             | NR                 | (TEO)           |               |                     |

  
**Cc:** TEO Covid Inquiry; McMahon, Denis; Holmes, Jane; All TEO Staff Grade 3; All TEO Staff Grade 5;  
NR  
**Subject:** UK Covid Inquiry - Retention of Material including text messages and WhatsApp - TEO  
**Attachments:** Quick-Guide-on-how-to-Export-WhatsApp-Chats-and-save-to-Content-Manager.docx; NICS-  
Official-information-held-in-non-corporate-channels-policy-june-2022 (1).DOCX; 28.10.22 -  
Perm Secs - UK Covid 19 Public inquiry.pdf; COVID-19 INDEPENDENT INQUIRY - RECORD  
RETENTION.pdf; Letter from HOCS to PSG re inquiry preparation.docx

### Retention of Material including text messages and WhatsApp

We are now a year into the UK Covid Inquiry and significant Disclosure exercise has been carried out by teams.

The Inquiry is now moving into Module 1 Hearings, and it is timely to remind business areas on the need to retain records. This is in order to provide the fullest support and transparency to any requests for information that may be received and to ensure that no material of potential relevance to the inquiry is destroyed. All colleagues should continue to maintain full and clear records. If in doubt, err on the side of caution and preserve anything that may relate to the inquiry.

A 'document' is anything that records information. This includes records of decisions, the process by which decisions were reached, and the evidence and data used to support them.

It doesn't matter what format the information is held on, or the type of device or system. It could be saved on computers, or on portable devices such as memory sticks or on mobile phones or social media, such as WhatsApp.

Examples of the different types of format includes:

- note pads & paper
- electronic documents
- emails
- shared drives
- text messages
- social media (including WhatsApp)
- audio and visual recordings

### Disclosure held on mobile telephone devices

If branches have not already done so, please secure all potentially relevant material which may fall to be disclosed on Mobile devices whether by text or WhatsApp. Attached to this email is guidance on how to download and save the WhatsApp messages.

Any queries on disclosure matters please get in touch.

Kind Regards

NR

NR | [Head of Branch - Covid Strategy, Recovery and Inquiry](#)  
Contact: ✉ NR [@executiveoffice-ni.gov.uk](mailto:NR@executiveoffice-ni.gov.uk) | ☎ Tel: Irrelevant & Sensitive

