

Second Interim Disclosure Statement

18 October 2022

Annex 1 – Hard Copy Document Repositories

The below tables set out the hard copy document repositories that have been considered by POL when responding to Rule 9 Requests. For the reasons listed in Section E of the statement, POL has not undertaken an exercise to harvest material from every hard copy document repository and then carry out searches on the contents of the same.

Instead, hard copy sites have been assessed to consider whether documents held there might be relevant to the Inquiry. Where that has been the case, a review has been conducted and potentially relevant material from that site has been harvested. Part A sets out sites from which documents have been harvested. Part B sets out sites which were considered for harvesting, but from which no documents were harvested (further reasons as to why POL did not believe that these sites would contain relevant material are set out in the table).

Part A: Sites from which documents have been harvested

No.	Site description	POL's hard copy document repositories (expressly stating the name of each location)	State the number of documents (or, if the total document number is unknown, state as such and provide the number of boxes/files) held at each repository	Disclosure related tasks undertaken (including the steps taken to harvest documents and site visit dates)
1.	Occupied Administration Site	Atria, Spa Road, Bolton	<p>At the time the site was visited in May 2022, there were 95 files on site. However, I understand that material was routinely transferred from this site to Chesterfield for storage.</p> <p>As at the time of drafting this statement, the site now holds 25 boxes, 10 of which are waiting to be sent for archiving, and 25 of which are waiting to be scanned before being sent for archiving to Oasis which is now where all archived boxes will be sent.</p>	<p>A visit to the site took place on 25 May 2022 to identify relevant materials.</p> <p>20 documents were subsequently digitised and reviewed electronically.</p> <p>Where relevant, documents from this site were produced to the Inquiry on 13 September 2022.</p>
2.	Occupied Administration Site	Chesterfield: a. "General"/"Agent" archive	At the times site visits to Chesterfield were undertaken, this information was not available	An initial scoping visit to the unindexed sections of this site took place on 24 and 25 May 2022 and

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		b. Secured, "security-specific" archive	<p>because the site had not been fully indexed yet.</p> <p>The number of boxes held in (a) amounts to 4,453 (unindexed).</p> <p>The remaining number of items housed in (b) amounts to 4,368 case files (indexed).</p> <p>(a) <u>General</u>"/"Agent" archive</p> <p>The entirety of records held in these rooms were transferred to the Winchester Oasis site for indexing onto the Oasis Indices. This completed on 26 August 2022.</p> <p>I understand that these boxes are part of phase 4 of the Unindexed Items Project and that the indexing of these items is largely complete. As a result, I understand these items now, or will shortly, appear on the Oasis Indices.</p> <p>(b) <u>Secured</u>, "security-specific" archive</p> <p>The material in the 'Secured' archives has been considered for relevance as part of the GLO and CA Scanning Exercise and, therefore, is caught by searches on Relativity. This material was also part of phase 4 of the Unindexed Items Project. As a result, I understand that these items now, or will shortly, appear on the Oasis Indices.</p> <p>Therefore, the entire content of Chesterfield's archive (general, agent and security) has been</p>	<p>involved reviewing a sample of materials from these rooms.</p> <p>The 'security-specific' archive was not reviewed as content from this room had already been harvested as part of the GLO and CA Scanning Exercise.</p> <p>HSF produced indices of the sample material reviewed ("HSF Sample Index"). A total of 18 boxes were subsequently couriered to HSF's office in London to be digitised and reviewed electronically.</p> <p>A follow up visit took place on 3 August 2022 to consider the relevance of the balance of indexed materials on the HSF Sample Index.</p> <p>A further 12 boxes of documents were subsequently couriered to the HSF office to be digitised and reviewed electronically.</p> <p>Where relevant, documents from this site were produced to the Inquiry in September 2022.</p> <p>At the date of drafting this statement, materials that were not indexed on the HSF Sample Index</p>

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			moved to Winchester, meaning that there remains no material at Chesterfield.	will now be, or will shortly be, captured by the indices produced by POL in connection with phase 4 of its Unindexed Items Project. The review of that material is discussed at Section G of the statement.
3.	Occupied Administration Site (Head Office)	Finsbury Dials	<p>This site is POL's head office, as opposed to a document storage site. It is not, therefore, possible to quantify the total number of documents stored here or the total volume held.</p> <p>However, at the time of the site visits which took place in the first half of June 2022, the following items were reviewed from the following functions at POL:</p> <p><u>Company Secretary function of POL</u></p> <ul style="list-style-type: none"> • Six filing cabinets • One blue fireproof cabinet <p><u>In-house Legal function of POL</u></p> <ul style="list-style-type: none"> • 10 boxes <p><u>Procurement and Contract Management function of POL</u></p> <ul style="list-style-type: none"> • One cupboard • Seven box files of hardcopy materials 	<p>Site visits took place on 7, 14, and 15 June 2022 respectively.</p> <p>Four out of the 10 boxes from the legal storage room were subsequently couriered to HSF's office in London. From these four boxes, four individual files were digitised and made available to Peters & Peters for its Inquiry-related review work.</p> <p>Seven boxes from the storage rooms of the company secretary and procurement were subsequently couriered to the HSF office to be digitised and reviewed electronically.</p> <p>Where relevant, documents from this site were produced to the Inquiry in September 2022.</p>

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			In line with paragraph 58 of the statement, POL will continue to consider whether it is appropriate, reasonable and proportionate to conduct further searches at this hard copy repository.	
4.	Directly Managed Branch	Leeds	<p>It was estimated that there were approximately 120 boxes of documents stored at this site at the time that enquiries were made.</p> <p>There is nothing left in the storage space at the Leeds office.</p>	<p>On 22 April 2022, a POL employee attended the site to assess what was held there. On 29 June 2022, two POL employees prepared the approximately 120 boxes for couriering to HSF, which involved condensing them into 96 archive storage boxes.</p> <p>These 96 archive storage boxes were subsequently couriered to HSF's office in London for further review. Following a further physical review and high-level indexation exercise of the boxes, 203 documents were digitised and reviewed electronically.</p> <p>Where relevant, documents from this site were produced to the Inquiry in September 2022.</p>
5.	Directly Managed Branch	Londonderry	The total number of files and boxes at the time the searches were carried out in July 2022 was approximately 43 plus 9 additional documents.	On 26 July 2022, POL employees attended this site to identify potentially relevant material. They sent an index of the material to HSF, followed by certain follow up

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			<p>The material at this site that was considered for the purpose of the Inquiry remains at the site, save for the materials that were sent to HSF for further consideration.</p>	<p>emails which included the contents of two safes which were on-site, once access to the safes had been obtained.</p> <p>On the basis of the index and emails, two boxes' worth of material was identified as potentially relevant and requiring further review by HSF. Consequently, these boxes were couriered to the HSF office (in London) to be digitised and reviewed electronically.</p> <p>Documents from this site were produced to the Inquiry where relevant in September 2022.</p>
6.	Counters Training Office	Mutley, Plymouth	<p>33 boxes of materials were previously held at this site, before being transferred to Winchester for storage. These documents will now be on the Oasis Indices.</p> <p>There are no longer any hard copy documents in storage at this site.</p>	<p>In May 2022, the 33 boxes at this site were couriered from Mutley to Winchester. On 23 May 2022, the boxes were reviewed in-person at Winchester for potentially relevant material.</p> <p>From this exercise, eight documents were subsequently digitised and reviewed electronically.</p>

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				Where relevant, documents from this site were produced to the Inquiry in September 2022.
7.	Archiving facility	Winchester Oasis	A total of 141,110 items (boxes and files) are currently listed on the Oasis Indices. As at the date of this statement, this is made up of 78,219 boxes and 62,891 files.	<p>This site has been visited on the following dates: 26-28 January 2022, 2-3 February 2022, 14-15 March 2022, 20 July 2022, and 12-13 October 2022, for the purpose of locating documents responsive to the Rule 9 Requests relating to phase 2 of the Inquiry – that is Rule 9 Requests No. 7, 9-11, 13, 15, 21, and 23.</p> <p>Documents collected, digitised, and electronically reviewed from this site have been produced to the Inquiry where relevant on multiple occasions since the start of the year.</p> <p>This site was also visited on 23 May 2022 for the purpose of reviewing the material from the Mutley site, which I address above.</p>
8.	Archiving facility	Leeds Oasis	<p>The items that were stored at this site have always been subject to the searches carried out on the Oasis Indices.</p> <p>All boxes kept at this site were transferred from Leeds Oasis to Winchester Oasis on 9</p>	<p>The material from this site will have formed part of the Oasis Indices and, as such, will have been considered for relevance as part of a review of those Oasis Indices,</p>

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			and 16 March 2022. There is nothing left to harvest from this site.	with documents reviewed and produced accordingly.
9.	Archiving facility	Postal Museum	<p>The Postal Museum has confirmed that, as at 6 October 2022, it held:</p> <ul style="list-style-type: none"> • 347 cubic meters in its hard copy archive; and • 62 cubic meters of hard copy materials which have yet to be processed. <p>The Postal Museum has confirmed that, as at 31 January 2022, it holds:</p> <ul style="list-style-type: none"> • 352.79 gigabytes (digitally). 	<p>Site visits took place on the following dates 18, 20-21 January 2022, 4, 9 and 11 March 2022 for the purpose of responding to Rule 9 Requests No. 9-11.</p> <p>This site has also been consulted for the purpose of responding to Rule 9 Requests No. 7, 13, 15, 18, 19, 21, and 23.</p> <p>Any potentially relevant materials identified during site visits or following searches being carried out by the Postal Museum across its archives would have been digitised by a third-party provider, and subsequently reviewed electronically.</p> <p>Documents collected, digitised, and electronically reviewed from this site were produced to the Inquiry where relevant on multiple occasions since the start of the year.</p>

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10.	Supply Chain site	Swansea	<p>The number of boxes at this site was 43.</p> <p>Any materials not identified as being potentially relevant to the Inquiry were couriered to Oasis Winchester for storage and are in the process of being indexed onto the Oasis Indices.</p> <p>There are no longer any hard copy documents in storage at this site.</p>	<p>The 43 boxes from this site were couriered to Finsbury Dials on 23 May 2022 where they were reviewed by the POL Inquiry team.</p> <p>As a result of this review, three boxes were digitised by the POL Inquiry team in the week commencing 23 May 2022.</p> <p>A further three additional boxes were sent to HSF's office in London for additional consideration. They were subsequently digitised and reviewed electronically.</p> <p>Where relevant, documents from this site were produced to the Inquiry in September 2022.</p>
11.	Supply Chain site	Swindon	<p>At the time of this statement, the total volume of hard copy materials held at this site is approximately 985 boxes and 50 crates.</p>	<p>An initial site visit took place on 24 and 25 May 2022 to review 231 indexed boxes and two crates of documents.</p> <p>From this review, one box was subsequently digitised and reviewed electronically.</p> <p>A repeat visit took place on 13 July 2022 to review 111 unindexed boxes. This resulted in no material</p>

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				<p>being identified as potentially relevant to the Inquiry.</p> <p>Where relevant, documents from this site were produced to the Inquiry in September 2022.</p>

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Part B: Sites which were considered for further investigation but discounted

No.	Site description	POL's hard copy repositories (expressly stating the name of each location)	Disclosure related tasks undertaken
1.	Occupied Administration Site	Bark Street Bolton	I understand that this site has now closed and that any materials were transferred either to the Atria building in Bolton or to Chesterfield. Therefore, if sent to Chesterfield, they will have been sent to Winchester Oasis as part of phase 4 of the Unindexed Items Project, or, if sent to Bolton, they will have been / are in the process of being sent for archiving at Winchester Oasis.
2.	Supply Chain Site	Belfast	I understand from the Security function of POL in Northern Ireland that hard copy documents held at this site, which included investigation files concerning 'green jackets', were sent to Peters & Peters for consideration as part of the PCDE. Peters & Peters' review did not result in any material being uploaded to Relativity that related to the Inquiry.
3.	Directly Managed Branch	Caernarfon	I understand that there are no hard copy documents held in storage at this site except for branch accounts and other materials related to the operation of a Directly Managed Branch (which are unlikely to be relevant to the Inquiry's Terms of Reference).
4.	A Directly Managed Branch where training has historically been conducted	Cambridge	I understand that there are no hard copy documents held at this site other than Directly Managed Branch accounts and other Directly Managed Branch materials (which are unlikely to be relevant to the Inquiry's Terms of Reference).
5.	Formerly a POL Supply Chain site which I understand	Northampton	I understand that this facility, since 2004/5, has been owned by RMG and, as such, POL cannot carry out further investigations into the site.

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	closed in or around 2004/5		
6.	A Directly Managed Branch where training has historically been conducted	Stockport	I understand from POL's training function that there have not been any hard copy documents held at this site since June 2020. As a result, it was not considered necessary to conduct further enquiries at this site.
7.	Directly Managed Branch	Wealdstone	I understand that this site holds 320 archive storage boxes containing individual consultation case files (i.e.: files which contain materials relating to public consultations on branch relocation, temporary or permanent closure, and/or refurbishment). These documents are unlikely to be relevant to the Inquiry's Terms of Reference.