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|---|------|---|------|
| <b>Fujitsu Services Ltd<br/>CHANGE CONTROL NOTE<br/>(CCN)</b>   |      | CCN NO: 1122  |      |
| CCN TITLE:<br>Amend Schedule 18 to reflect change to TMS audit trail retention period   |      | CHANGE ADMINISTRATION USE ONLY.<br>CR NO:N/A<br>CP NO: 3623 |      |
| RELEASE: Release Independent  |      | EXPIRY DATE: 3 <sup>rd</sup> February 2004                  |      |
| CCN RAISED BY:<br>Jan Holmes  |      | RAISED DATE:<br>05/01/04                                    |      |
| SUBMISSION DATE: 13 <sup>th</sup> January 2004  |      |   |      |
| EMERGENCY CHANGE PROCEDURE INVOKED: YES/NO  |      |   |      |
| EMERGENCY IMPLEMENTATION DATE: N/A  |      |   |      |
| FUJITSU SERVICES<br>APPROVAL  | DATE | POST OFFICE LTD<br>APPROVAL                                 | DATE |
| <b>SUMMARY OF CHANGE:</b><br><br>The Department of Works and Pensions are currently involved in a major fraud investigation and require that pre-BI3 audit data relating to that investigation be retained beyond the 18 months prescribed within the Agreement between Post Office Ltd and Fujitsu Services. The most effective way of dealing with this is to introduce a technical change to the pre-BI3 TMS element of the audit trail, increasing it from 18 months to 7 years. As a consequence one Schedule from the Agreement (S18) and two CCDs (Audit Trail Functional Specification (FS ref CR/FSP/006)) and Service Description for the Security Management Service (FS ref CS/SER/016)) need to be updated to reflect this change, and as such all TMS journal data shall be retained for 7 years.<br><br>This CCN is being raised to cover the change to Schedule 18. The CCDs will be covered by Soft Change Control as defined in Schedule 5. |      |   |      |
| OVERALL IMPACT ASSESSMENT: HIGH / MEDIUM / LOW  |      |   |      |
| <b>REASON FOR CHANGE:</b><br><br>The retention period for the pre-BI3 TMS element of the audit trail has been increased from 18 months to 7 years.  |      |   |      |
| <b>DETAILS OF CHANGE:</b><br><br>Para 2.8.3 of Schedule 18 requires updating to reflect the increase as set out below.  |      |   |      |
| <b>PROPOSED REVISION TO WORDING OF THE AGREEMENT:</b><br><u>Schedule 18</u><br>Delete paragraph 2.8.3:  |      |   |      |

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|  |   |                         |                         |
|--|---|-------------------------|-------------------------|
| Data within the operational audit trail will be retained for 18 months, although data relating to NBS and Debit Card will be retained for 7 years.   |   |                         |                         |
| Replace with :<br>2.8.3<br>Data within the operational audit trail will be retained for 18 months, although transaction data in the TMS journal, including data relating to NBS and Debit Card will be retained for 7 years. |   |                         |                         |
| COMMERCIAL TERMS or CHARGES APPLICABLE IN RESPECT OF THIS CCN (if any): N/A  |   |                         |                         |
| LIST OF AGREEMENT SCHEDULES AFFECTED:<br><br>Schedule 18 Application Management                      FS ref BP/CON/318   |   |                         |                         |
| NEW CCDs and/or CRDs: N/A  |   |                         |                         |
| Reference  | Title   | Approved Version & Date |                         |
|  |   |                         |                         |
| AMENDED CCDs and/or CRDs:  |   |                         |                         |
| Reference  | Title   | Previous Version & Date | Approved Version & Date |
| CR/FSP/006   | Audit Trail Functional Specification                    | V7.0<br>17/09/02        |                         |
| CS/SER/016   | Service Description for the Security Management Service | V1.0<br>06/01/03        |                         |
| Policies and Standards: N/A  |   |                         |                         |
| Service Levels (including any Service Level relief required): N/A  |   |                         |                         |
| P.O. Ltd Responsibilities: N/A   |   |                         |                         |
| Other: N/A   |   |                         |                         |

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CHANGE CONTROL NOTE  
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ID: PWY\_CCN\_1122    CCN:1122    Create Date: 08-JAN-2004 14:19:13  
Status: APPROVED                      Originator: Ken.Westfield

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Title:

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Change the Retention Period of TMS Files Pre BI3 from 18months to 7years.

Main Description:

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Related Parts

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|   |                                  |               |
|---|----------------------------------|---------------|
| 0 | PWY:CCN.A;1                      | Ken.Westfield |
|   | (CHANGE_MANAGEMENT)              |               |
|   | Change Control Notes             |               |
| 1 | PWY:CONTRACT_CCN1100_SCHS.A;1    | Ken.Westfield |
|   | (LIBRARY)                        |               |
|   | New Contract CCN1100 - Schedules |               |
| 1 | PWY:CR-FSP.A;1                   | Ken.Westfield |
|   | (LIBRARY)                        |               |
|   | Functional specification         |               |
| 3 | PWY:CS-SER.A;1                   | Ken.Westfield |
|   | (LIBRARY)                        |               |
|   | Service Description              |               |

Related Items

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Affected

|   |   |               |
|---|---|---------------|
| 1 | PWY:BP/CON/318.A-CONTEXT;1.0 (Affected) | Ken.Westfield |
|   | (BPCON318.doc)                          |               |
|   | SCHEDULE 18 - APPLICATION MANAGEMENT    |               |

Affected

|   |  |               |
|---|--|---------------|
| 1 | PWY:CR/FSP/006.A-INTDOC;7.0 (Affected) | Ken.Westfield |
|   | (CRFSP006.doc)                         |               |
|   | AUDIT TRAIL FUNCTIONAL SPECIFICATION   |               |

Affected

|   |   |               |
|---|---|---------------|
| 3 | PWY:CS/SER/016.A-INTDOC;1.0 (Affected)              | Ken.Westfield |
|   | (CSSER016.doc)                                      |               |
|   | SERVICE DESCRIPTION FOR SECURITY MANAGEMENT SERVICE |               |

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Related Child Change Documents:

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Related Parent Change Documents:

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Dependent PWY\_CT\_150 CLOSED Ken.Westfield (WESTFIELDK)  
Change the Retention Period of TMS Files Pre BI3 from 18months to 7years.  
Dependent PWY\_CP\_3623 CLOSED PCMS - CM Dept. (PCMS)

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Change the Retention Period of TMS Files Pre BI3 from 18months to 7years.

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Action Messages

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Action History

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|   |   |               |            |
|---|---|---------------|------------|
| 1 | 08-JAN-2004 14:19:13  | Ken.Westfield | IRRELEVANT |
|   | WESTFIELDK  |               | Chg Mgmt   |
|   | Document created  |               |            |
| 2 | 08-JAN-2004 16:03:30  | Ken.Westfield | IRRELEVANT |
|   | WESTFIELDK  |               | Chg Mgmt   |
|   | Actioned document from RAISED to COMMERCIAL REVIEW          |               |            |
| 3 | 08-JAN-2004 16:03:44  | Ken.Westfield | IRRELEVANT |
|   | WESTFIELDK  |               | Chg Mgmt   |
|   | Actioned document from COMMERCIAL REVIEW to READY_TO_SUBMIT |               |            |
| 4 | 13-JAN-2004 09:09:18  | Ken.Westfield | IRRELEVANT |
|   | WESTFIELDK  |               | Chg Mgmt   |
|   | Actioned document from READY_TO_SUBMIT to SUBMITTED         |               |            |
| 5 | 29-JAN-2004 08:05:44  | Ken.Westfield | IRRELEVANT |
|   | WESTFIELDK  |               | Chg Mgmt   |
|   | Actioned document from SUBMITTED to APPROVED                |               |            |

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Update History

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|   |   |               |            |
|---|---|---------------|------------|
| 0 | 08-JAN-2004 14:19:13                                  | Ken.Westfield | IRRELEVANT |
|   | WESTFIELDK  |               | Chg Mgmt   |
|   | Related Design Part PWY:CCN.A;1                       |               |            |
| 1 | 08-JAN-2004 16:01:31                                  | Ken.Westfield | IRRELEVANT |
|   | WESTFIELDK  |               | Chg Mgmt   |
|   | Detailed description edited                           |               |            |
| 1 | 08-JAN-2004 16:02:28                                  | Ken.Westfield | IRRELEVANT |
|   | WESTFIELDK  |               | Chg Mgmt   |
|   | Request attribute(s) updated                          |               |            |
| 1 | 08-JAN-2004 16:03:04                                  | Ken.Westfield | IRRELEVANT |
|   | WESTFIELDK  |               | Chg Mgmt   |
|   | Related Design Part PWY:CONTRACT_CCN1100_SCHS.A;1     |               |            |
| 1 | 08-JAN-2004 16:03:04                                  | Ken.Westfield | IRRELEVANT |
|   | WESTFIELDK  |               | Chg Mgmt   |
|   | Related Item PWY:BP/CON/318.A-CONTREXT;1.0 (Affected) |               |            |
| 1 | 08-JAN-2004 16:03:07                                  | Ken.Westfield | IRRELEVANT |
|   | WESTFIELDK  |               | Chg Mgmt   |
|   | Related Design Part PWY:CR-FSP.A;1                    |               |            |
| 1 | 08-JAN-2004 16:03:07                                  | Ken.Westfield | IRRELEVANT |
|   | WESTFIELDK  |               | Chg Mgmt   |
|   | Related Item PWY:CR/FSP/006.A-INTDOC;7.0 (Affected)   |               |            |
| 3 | 08-JAN-2004 16:21:36                                  | Ken.Westfield | IRRELEVANT |
|   | WESTFIELDK  |               | Chg Mgmt   |
|   | Detailed description edited                           |               |            |
| 3 | 09-JAN-2004 12:54:51                                  | Ken.Westfield | IRRELEVANT |
|   | WESTFIELDK  |               | Chg Mgmt   |
|   | Detailed description edited                           |               |            |
| 3 | 09-JAN-2004 12:58:30                                  | Ken.Westfield | IRRELEVANT |

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|   |   |               |                   |
|---|---|---------------|-------------------|
|   | WESTFIELDK  |               | Chg Mgmt          |
|   | Related Design Part PWY:CS-SER.A;1                  |               |                   |
| 3 | 09-JAN-2004 12:58:30                                | Ken.Westfield | <b>IRRELEVANT</b> |
|   | WESTFIELDK  |               | Chg Mgmt          |
|   | Related Item PWY:CS/SER/016.A-INTDOC;1.0 (Affected) |               |                   |
| 3 | 12-JAN-2004 15:32:41                                | Ken.Westfield | <b>IRRELEVANT</b> |
|   | WESTFIELDK  |               | Chg Mgmt          |
|   | Detailed description edited                         |               |                   |
| 3 | 12-JAN-2004 15:36:07                                | Ken.Westfield | <b>IRRELEVANT</b> |
|   | WESTFIELDK  |               | Chg Mgmt          |
|   | Request attribute(s) updated                        |               |                   |
| 4 | 29-JAN-2004 08:05:39                                | Ken.Westfield | <b>IRRELEVANT</b> |
|   | WESTFIELDK  |               | Chg Mgmt          |
|   | Request attribute(s) updated                        |               |                   |

Archived Attribute Information

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----- END OF CHANGE CONTROL NOTE PWY\_CCN\_1122 -----