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**From:** Rodric Williams[/O=MMS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=RODRIC WILLIAMSE9C114F4-B03F-4595-B082-CE89BE5C79D47B]  
**Sent:** Fri 16/08/2013 11:38:22 AM (UTC)  
**To:** Susan Crichton[ ] GRO  
**Subject:** Draft Response to CK's note on Document Retention

**Susan – here's my draft response to Simon's Advice Note on the Horizon Call minutes. I've put a hard copy on your chair.**

**[Email or Letter?]**

Dear Andy

Thank you for your letter of 2 August 2013 enclosing Simon Clarke's advice on "Disclosure – the Duty to Record and Retain Material". That advice was prepared as a consequence of statements purportedly made in connection with the weekly conference calls we established to share across Post Office Limited issues identified with the Horizon system (the "Horizon Calls").

A key purpose of the Horizon Calls is to ensure Horizon users are promptly made aware of any issues with it, so that those issues can be effectively managed. Post Office Limited's external law firms are asked to attend the Horizon Calls so that they are made aware of any issues at the same time, and can therefore apply that knowledge when acting for Post Office Limited. This is especially important for the work your firm does where Horizon-based evidence is often central to the criminal prosecutions you conduct for Post Office Limited, which prosecutions must of course be conducted in accordance with strict regulatory and ethical guidelines.

I am therefore deeply concerned at the suggestion in Simon's note that there may have been an attempt to destroy documentary material generated in connection with the Horizon Calls, specifically any minutes of the calls. [[I note that Simon's advice does not suggest that material connected to the operation of Horizon itself may have been compromised.]]

Post Office Limited is committed to conducting its business in an open, transparent and lawful manner. Any suggestion to the contrary would not reflect Post Office Limited policy, and would not be authorised or endorsed by Post Office Limited. Accordingly, the purported statements referred to in Simon's note do not reflect or represent Post Office Limited's position.

I can confirm that we will continue to hold the Horizon Calls for the foreseeable future, and that minutes of those calls are and will continue to be taken. For administrative reasons, these minutes will be centrally stored with our solicitors Bond Dickinson LLP, with access to those minutes being available to your firm and those you engage such as expert witnesses.

I trust this clarifies Post Office Limited's position on this matter. Please let me know if we need to discuss this further.

Yours etc

Rodric Williams | Litigation Lawyer

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