

**David Richards OBE**

Cyfarwyddwr Llywodraethiant a Moeseg  
Director of Governance and Ethics



Llywodraeth Cymru  
Welsh Government

3 March 2022

Dear Colleague,

### **Covid-19 Public Inquiry – retention of records**

The Rt Hon Baroness Heather Hallett has been appointed as chair of the upcoming statutory Inquiry into the Covid-19 pandemic. The Inquiry, set to begin its work in spring 2022, will be established under the Inquiries Act 2005, with full powers, including the power to compel the production of documents and to summon witnesses to give evidence on oath.

A wide variety of organisations will need to comply with the Inquiry if asked to do so. I am writing to ask that you take steps to assure yourself that your organisation will be ready to meet its legal obligation to provide relevant records, information and data to the inquiry as it is requested. This includes ensuring that no material of potential relevance to the inquiry is destroyed - including emails, text or WhatsApp messages and other communications. Since the Inquiry's terms of reference are not yet set, it is necessarily a matter of judgement as to whether material is likely to be relevant to its work. Where there is doubt, you should assume that material may be relevant and ensure that it is retained and accessible.

I am certain that well-established records management processes will be in place within your organisation and you will be aware of the need to keep a full and clear record of your part in events. This includes the decisions you have taken, the process by which those decisions were reached, the reasons for those decisions and the evidence and data used to support them, and applies whatever the format in which that information is held and on whatever device or system. Please do continue to follow these important processes.



**BUDDSODDWYR | INVESTORS**  
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Rydym yn croesawu derbyn gohebiaeth yn Gymraeg. Byddwn yn ateb gohebiaeth a dderbynnir yn Gymraeg yn Gymraeg ac ni fydd gohebu yn Gymraeg yn arwain at oedi.

We welcome receiving correspondence in Welsh. Any correspondence received in Welsh will be answered in Welsh and corresponding in Welsh will not lead to a delay in responding

More information about the Inquiry can be found here [UK Covid-19 Public Inquiry \(public-inquiry.uk\)](https://public-inquiry.uk)

Yours sincerely,

A handwritten signature in black ink, appearing to read 'David Richards', with a long horizontal flourish underneath.

**David Richards OBE**

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Llywodraeth Cymru/ Welsh Government



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