

Appendix 1:

Timeline of receipt and steps to implement Do Not Destroy notice

26 April 2023	Executive Medical Director Pamela Johnston issued a 'do not destroy' order to Health Records regarding records relating to Mr Eljamel. This was in relation to NHS Tayside Due Diligence review work ongoing.
11 October 2024	Eljamel Inquiry issue the Do Not Destroy (DND) Notice via email to senior solicitor, CLO
12 October 2024	Senior Solicitor CLO shares DND notice with NHS Tayside leads
18 October 2024	Board Secretary shares DND notice with Chief Executive Team asking: <i>"Please can you now ensure that no documents, files, emails and electronic messages relevant to the Eljamel Inquiry are destroyed. This must remain in place until any further instruction is used."</i>
08 November 2024	Do Not Destroy notice issued to all staff via email (Vital Signs bulletin) and note to print out in areas where access to email limited.
26 November 2024	Patient Liaison Response Team (PLRT) emailed key individuals at executive level who they believed may have information related to Mr Eljamel. Within this email, the Do Not Destroy notice was reiterated. This included Acute services, Clinical Governance, Information Governance, Legal, Complaints.
27 November 2024	PLRT emailed further key individuals who they believed may have information related to Mr Eljamel. Within this email, the Do Not Destroy notice was reiterated. These included other employees within Neurosurgery
03 December 2024	PLRT emailed the further key individuals who they believed may have information related to Mr Eljamel. Within this email, the Do Not Destroy notice was reiterated. This was the Associate Director, Patient Access & Assurance.
24 July 2025	Theatre Logbooks sent for disposal by service
09 September 2025	Theatre Logbooks issue escalated to Chief Executive Team and Chair

09 September 2025	Do Not Destroy notice reminder reiterated to all staff via 'Vital Signs' all staff bulletin.
15 September 2025	Chief Executive special meeting with Executive Team (CET) to review incident, plans to respond and further steps required to ensure accountability for compliance with DND understood at all levels of the CET's areas of responsibilities.
W/C 13 October 2025	The Public Inquiry Programme Management Office (PMO) writes out to identified Accountable Executives and Responsible Owners to ask them to respond to Section 1 of the List of Issues. Within the issues guidance, the PMO ask that a search record is completed, and reiterate the DND notice.
22 October 2025	The first engagement session occurs, aimed at Accountable Executives and Responsible owners to provide background information of the Inquiry, guidance on List of Issue work. The DND notice is reiterated at all session, held at least once per week from this date.
11 November 2025	The PMO sends out Rule 8 No.1 to Accountable Executives and Responsible Owners, within the guidance the DND notice is reiterated.
18 November 2025	Board Secretary communication to CET for assurance that they have understood and disseminated the DND notice within their areas of responsibility. CET asked to respond to inform them of the steps taken to ensure this has occurred.