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Cabinet



From the  
Minister of State  
for Consumer Affairs

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JW  
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D J Wright Esq  
Cabinet Office

17 February 1982

Dear Wright,

Thank you for your letter of 15 February. I can confirm that Mrs Oppenheim has not taken away any Cabinet or Cabinet Committee papers and that we are arranging for the disposal of those documents no longer required for current use.

As requested I have passed on to Mrs Oppenheim the summary of the recommendations of the Radcliffe Report on Ministerial Memoirs.

I am copying this letter to Clive Whitmore at Number 10.

Yours sincerely  
Peter McCarthy

PETER McCARTHY  
Private Secretary

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CABINET OFFICE

70 Whitehall, London SW1A 2AS Telephone 01-233 8319

*From the Secretary of the Cabinet: Sir Robert Armstrong KCB, CVO*

Ref: A07496

15th February 1982

There are two matters which arise from your Minister's resignation to which I should draw your attention.

When Ministers leave office, the practice is, as you will know, for them to leave for the use of their successors the copies of any memoranda or minutes of the Cabinet and its Committees that were issued to them. Papers which are no longer in current use should be destroyed. I should be grateful if you would, therefore, confirm that Mrs. Oppenheim has not taken away any Cabinet or Cabinet Committee papers.

I should also be grateful if you would arrange for the disposal of any Cabinet and Cabinet Committee documents no longer required for current use. May I remind you that the destruction of all Secret and Top Secret documents should be supervised by two individuals, both of whom sign the destruction certificate.

Ministers leaving the Government should also be reminded of the recommendations of the Radcliffe Report on Ministerial Memoirs. For this purpose I am enclosing a copy of the summary of the Report for you to pass on to Mrs. Oppenheim.

I am copying this letter to Clive Whitmore at No. 10.

**D. J. WRIGHT**

D. J. Wright

P. McCarthy, Esq.