

## **Annex A**

### Physical File Search Process



# Annex A: Physical File Search Process

1. This paper describes the processes used to support the Home Office's search of physical (paper) files.

## The Home Office Physical File Search System

2. Management of corporate (i.e. non-borders and immigration caseworking) paper files is undertaken through the Home Office's RMSys database. This is used to record details of all paper files created across Home Office headquarters and policy files created by the former UK Border Agency. RMSys entries are also made for paper files migrated into the department through machinery of government changes; similarly, records are maintained of files exported to other government departments (OGDs) to support transferred functions. All paper files, including current holdings, missing files, files transferred to OGDs and destroyed files are held on a live database, meaning that all records are up to date at the time of data entry.
3. RMSys allows data to be entered in a number of fields. The most commonly used of these are as follows:
  - File number\*;
  - File title\*
  - Security classification\*;
  - Date of file registration\*;
  - Date of first paper\*;
  - Review type;
  - Next action due;
  - Details of holder (including name, business unit and directorate and physical location)<sup>†</sup> ;
  - Details of previous file movements<sup>†</sup>.
4. Searches can be conducted on any field; the most common searches are run on file numbers (either full or partial), file title and holder name. The display of search results is limited in the database (a static list) but interrogation of RMSys using an SQL (Structured Query Language) function can produce complex search outputs that can be easily manipulated. SQL dates back to the early 1970s and searches must be exact – there is no 'fuzzy' functionality.
5. There are no plans to further upgrade RMSys as work is now underway to replace it altogether.

## Physical File Searches Conducted

6. Several discrete searches of Home Office physical files were undertaken by the Home Office Knowledge and Information Management Unit search terms summarised below:

**Table 1: Physical File Search Terms**

Physical File Search Terms	Search Term Operation
Rotherham	Title contains: "roth" Irrelevant results (brother, brothel, dorothy, rothschild, protheroe etc) removed
Crime Reduction	Title contains: "CRP"



Di Billups	Title contains: "billup" OR "bilup" OR "bullup" or "bulup"
██████████	Title contains: "██████████" AND ("██████████" OR "██████████" OR "██████████")
Christine Brodhurst-Brown	Title contains: "brown" AND ("brod" OR "brown" AND "hurst")
██████████	Title contains: "██████████" AND contains "██████████"
Kevin Barron MP	Title contains: "barron" OR ("baron" AND "kevin") "barron" OR "baron" OR ("mp" AND "roth")
Hilary Willmer	Title contains: "wilm" OR "willm" OR "vil" OR "qil" OR "eilm" OR "2il" OR "sil" OR "gil" or "jil" OR "whil" OR "weel" OR "wheel"
██████████	Title contains: "██████████" AND "██████████" Title contains: "██████████"
Professor Jalna Hanmer	Title contains: "jaln" OR "hanm" OR "hamm" OR "CROP" "jaln" OR "hanm" OR "hamm"
██████████	Title contains: "██████████" OR "██████████" OR "██████████" "██████████" OR "██████████"
Caroline Flint MP	Title contains: "caroline" AND "flint" "flint" OR "south yorkshire police" OR "south yorks" "██████████" OR "██████████" OR "██████████" OR "██████████" OR "██████████"
David Blunkett CROP speech	Title contains: "blunkett" OR "blunket" OR "home sec" OR [fnum contains] ]"COMD 03"[communications files from 2003]; [fnum contains] "COMD 04" OR ("tackling" AND "prostitution") OR ("crop" AND blunkett") OR ("crop" AND "home sec") "blunk" OR "home sec" OR ("crop" AND "home sec" OR ("crop" AND "blunk") "tackl" OR "prost" "[fnum contains] "COMD 03" OR "COMD 04"
CROP letter to David Blunkett	Title contains: "hilar" OR "hillar" OR "wilm" OR "willm" "██████████" OR "██████████" "parent AND child"
████████████████████	Title contains: "██████████" OR "██████████"
██████████	Title contains: "██████████" AND "██████████"
Deborah Grice	Title contains: "grice"
██████████	Title contains: "██████████" AND "██████████"
████████████████████	Title contains: "██████████"
Ann Cryer MP	Title contains: "ann cryer"

██████████	Title contains: '██████████'
Holdings searches	File holder was: "██████████" OR "██████████" OR "██████████" OR "██████████" OR "██████████" OR "██████████" OR "██████████" OR ("██████████" AND "██████████") OR "██████████" OR "██████████" OR ("██████████" AND "██████████")
South Yorkshire Police	"south" AND "yorks" AND "poli"
South Yorkshire Constabulary	"south" AND "yorks" AND "constab"
Chief Constable	"chief constab"
Constable or constabulary	"constab"
District Commander	"district" AND "comm"
ACPO and prostitution and child	"ACPO" AND ("prostitution" OR "child")
Child sexual abuse or exploitation	"sexual abuse" OR "sexual exploit" OR "child abuse"
SEN correspondence	"corres" AND [fnum begins with] SEN
File extensions of possible interest	[fnum begins with] SEN OR CFP 10 OR CFP 01/13/ OR CL OR CLPU OR CRPU OR CRPE OR DDE OR GC OR PG OR PCP OR PS OR PW OR RSCP OR RSCR

7. The Home Office paper filing system operated by using file 'series'. File series may include files relating to a particular topic or work area. The titles of files in a particular series type considered to be of potential relevance to the Rotherham research project were also reviewed. File series types that were subject to this review are detailed in the row 'file extensions of possible interest' in the table above.
8. A copy of the file titles returned by means of the searches summarised above is held by the department.
9. A list of physical files selected and manually reviewed for information of relevance is provided at Appendix I.

## Appendix I: List of Physical Files Manually Reviewed

HF 00921/00/3 AAC 00 0001/0006/075/ AAC 00 0001/0006/014/ CRPE 01 0005/0027/010/ CRPE 01 0005/0027/011/ CRPE 01 0006/0027/001/ CRPE 01 0011/0028/001/ CRPE 01 0005/0027/012/ CRPE 01 0005/0027/008/ CRPE 01 0006/0027/005/ CRPE 02 0005/0027/001/ PG 98 0568/0569/001/ PG 98 0568/0569/002/ PG 98 0568/0569/003/ PG 98 0568/0569/004/ PG 98 0569/0572/001/ CL 98 0005/0032/003/ CL 98 0005/0032/007/ CL 98 0005/0032/009/ CL 98 0005/0032/013/ CRI 96 0244/0030/001/ LAB 02 0015/0126/075/A LAB 03 0015/0126/064/ LAB 03 0015/0198/015/ LAB 98 0014/0126/015/P L PN 03 0126/3155/138/ SEN 00 0035/0078/006/ SEN 01 0035/0078/001/ SEN 01 0035/0078/002/ SEN 01 0035/0078/003/ SEN 01 0035/0078/004/ SEN 01 0035/0078/005/ SEN 01 0078/0106/001/ SEN 02 0035/0078/001/ SEN 03 0078/0117/004/ SEN 03 0078/0117/005/ SEN 98	NY2001 SUBMISSIONS: POLICY AND CRIME REDUCTION GRP DESTROY FILE AFTER 10 YEARS CRIME REDUCTION PROGRAMME - VIOLENCE AGAINST WOMEN DOMESTIC VIOLENCE ISSUES AND CRIME REDUCTION PROGRAMME DEVELOPMENT OF [CRP] INITIATIVES OF THE VIOLENCE AGAINST WOMEN PROJECTS - EDUCATION AND AWARENESS PROJECTS RE: EVALUATION OF CRP VIOLENCE AGAINST WOMEN INITIATIVE - HEALTH PROJECTS ERA - HOME OFFICE RESEARCH DATABASE - EMMANUEL SOLUTIONS OVERALL EVALUATION OF THE CRIME REDUCTION PROGRAMME M HESTERS RESEARCH PROJECT TACKLING CRIME AND DISORDER ASSOCIATED WITH PROSTITUTION 2ND INSTALMENT UNIVERSITY OF LUTON - EVALUATION OF CRP TACKLING CRIME AND DISORDER ASSOCIATED WITH PROSTITUTION INITIATIVE EVALUATION OF CRP TACKLING CRIME AND DISORDER ASSOCIATED WITH PROSTITUTION INITIATIVE - YOUNG PEOPLE GROUP CRP: TACKLING CRIME AND DISORDER ASSOCIATED WITH PROSTITUTION - UNIVERSITY OF SUNDERLAND (1) CRIME REDUCTION PROGRAMME (CRP) POLICY: GENERAL / MISCELLANEOUS (2) / OFFICIALS GROUP (2) CRIME REDUCTION PROGRAMME (CRP) POLICY: GENERAL / MISCELLANEOUS (2) / OFFICIALS GROUP (3) CRIME REDUCTION PROGRAMME (CRP) POLICY: GENERAL / MISCELLANEOUS (2) / OFFICIALS GROUP (4) CRIME REDUCTION PROGRAMME (CRP) POLICY: GENERAL / MISCELLANEOUS (2) / OFFICIALS GROUP CRIME REDUCTION PROGRAMME (CRP): RESEARCH AND NON-POLICING CHILD PROSTITUTION CHILD PROSTITUTION CHILD PROSTITUTION CHILD PROSTITUTION SOU INTEREST IN PROSTITUTION AND KERB CRAWLING PROSTITUTION: GENERAL ISSUES PROSTITUTION REVIEW PROSTITUTION REVIEW - FILE 2 CHILD PROSTITUTION PROSTITUTION REDUCING PROSTITUTION - LOCAL INITIATIVES REDUCING PROSTITUTION - LOCAL INITIATIVES REDUCING PROSTITUTION - LOCAL INITIATIVES REDUCING PROSTITUTION - LOCAL INITIATIVES REDUCING PROSTITUTION - LOCAL INITIATIVES REDUCING PROSTITUTION - LOCAL INITIATIVES PROSTITUTION GENERAL PROSTITUTION PROSTITUTION GENERAL CHILD PROSTITUTION BEST PRACTICE PROSTITUTION PROJECTS PROSTITUTION GENERAL
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0035/0078/047/  
SEN 99  
0035/0078/003/ PROSTITUTION GENERAL  
PCP 04  
0031/0003/039/ TPI - CHILD PROSTITUTION (MERSEYSIDE)  
CL 01  
0026/0103/002/ PO 3020/1 PAUL ██████████ MP CONCERNING MR D WILLIAMS RE: PROSTITUTION  
SEN 02  
0040/0060/106/ PAEDOPHILES - USE OF VEHICLES  
SEN 02  
0106/0060/001/ CHILD PROTECTION  
SEN 02  
0106/0060/003/ GROOMING PROPOSALS  
SEN 03  
0025/0132/001/ 2002-2003  
SEN 03  
0078/0117/013/ RESEARCH - PROSTITUTION  
SEN 03  
0078/0117/023/ SUBMISSIONS PROSTITUTION  
SEN 01  
0035/0060/070/ CHILDREN INVOLVED IN PROSTITUTION: RESPONSES AND DRAFT GUIDANCE  
SEN 01  
0035/0060/071/ CHILDREN INVOLVED IN PROSTITUTION: GENERAL  
SEN 02  
0035/0078/002/ ESTABLISHING A REVIEW  
SEN 03  
0035/0078/001/ ESTABLISHING A REVIEW  
LAB 04  
0023/0015/043/ CRP - OVERPAYMENTS  
FD 01  
0025/0069/002/ CRIME REDUCTION PROGRAMME  
FD 01  
0025/0069/003/ CRIME REDUCTION PROGRAMME  
FD 02  
0025/0069/002/ CRIME REDUCTION PROGRAMME  
HRU 99  
0003/0016/005/ UNITED NATIONS CONVENTIONS CHILDREN AND YOUNG PERSONS  
RRU 04  
0002/0022/005/ PROSTITUTION REVIEW  
SCAT 03  
0005/0016/001/ PROSTITUTION AND STREET CRIME  
NI YP693221C ██████████ PROBATION INSPECTOR  
NI YP693221C/1 ██████████ PROBATION INSPECTOR (PADR)  
NI YP693221C/4 ██████████ PROBATION INSPECTOR (PADR)  
CRPE 02  
0006/0027/003/ SUPPORT ON THE IMPLEMENTATION REVIEW OF THE CRIME REDUCTION PROGRAMME RDS/02/017  
FAM 00  
0002/0043/065/ ON TRACK PIOT AREAS REJECTED BIDS-ROTHERHAM  
FD 99  
0027/0035/014/ CRIME REDUCTION  
PKIT 00  
0004/0020/002/ REVIEWS AND SURVEYS REPORTS CRIME REDUCTION  
RSCP 05  
0001/0018/007/ CRIME REDUCTION PRGRAMME TPI: EVALUATION FO THE WEST YORKSHIRE PROJECT  
LAB 00  
0012/0026/001/ CRIME REDUCTION PROGRAMMES  
RSCP 05  
0001/0018/012/ CRIME REDUCTION PROGRAMME: PROGRESS REPORTS  
FD 00  
0025/0069/002/ CRIME REDUCTION PROGRAMME  
PCP 02  
0029/0004/025/ CRIME REDUCTION PROGRAMME BOARD  
CRPE 02  
0012/0027/001/ SENIOR ADVISOR TO CRIME REDUCTION DIRECTOR: NORTH EAST  
PG 98  
0569/0572/001/ CRIME REDUCTION PROGRAMME (CRP) : RESEARCH AND NON-POLICING  
FAM 01  
0001/0044/143/ FSG (FAMILY SUPPORT GRANT) GRANT APPLICATION RELATE/ DEVELOPMENT OF FAMILY COUNCELLING SERVICES:C  
ACOM 03  
0057/0071/001/ CCR HOME OFFICE CRIME REDUCTION  
ACOM 03  
0057/0071/002/ HOME OFFICE GUN CRIME  
ACOM 03  
0057/0071/003/ CCR HOME OFFICE CRIME REDUCTION  
ACOM 03  
0057/0071/004/ CR HOME OFFICE CRIME REDUCTION



CRI 96  
 0029/0026/037/ HOME SECRETARY'S CORRESPONDENCE WITH CHIEF CONSTABLE OF GLOUCESTERSHIRE  
 DSU 90  
 0001/0016/307/ P/7/90 BURGESS, NIGEL KEITH - DEPUTY CHIEF CONSTABLE - GLOUCESTERSHIRE  
 IC 94  
 0031/0064/025/ CHIEF CONSTABLE GLOUCESTERSHIRE JUNE 1993  
 IC 94  
 0031/0064/032/ DEPUTY CHIEF CONSTABLE SOUTH YORKSHIRE FEB 1993  
 IC 94  
 0031/0064/033/ DEPUTY CHIEF CONSTABLE GLOUCESTERSHIRE MAR 1993  
 IC 94  
 0031/0064/139/ CHIEF CONSTABLE SOUTH YORKSHIRE MAR 1990  
 LAB 02  
 0046/0098/001/ ██████████ V CHIEF CONSTABLE OF SOUTH YORKSHIRE POLICE  
 POL 01  
 2018/0002/001/ GLOUCESTERSHIRE ASSISTANT CHIEF CONSTABLE APPOINTMENT OF ASSISTANT CHIEF CONSTABLE  
 POL 82  
 2180/0002/001/ SOUTH YORKSHIRE CHIEF CONSTABLES  
 POL 89  
 2180/0030/001/ SOUTH YORKSHIRE ASSISTANT CHIEF CONSTABLE APPOINTMENT OF ASSISTANT CHIEF CONSTABLE  
 POL 90  
 2180/0031/001/ SOUTH YORKSHIRE. DEPUTY CHIEF CONSTABLES. APPOINTMENT OF AN ACTING DCC  
 POL 97  
 2018/0030/002/ APPOINTMENT OF ASSISTANT CHIEF CONSTABLE, GLOUCESTERSHIRE CONSTABULARY  
 POL 98  
 2180/0002/001/ SOUTH YORKSHIRE CHIEF CONSTABLE APPOINTMENT OF NEW CHIEF CONSTABLE  
 IC 94  
 0009/0053/001/ HMIC CIRCULAR LETTERS TO CHIEF CONSTABLES  
 DSU 96  
 0001/0016/101/ P/50/96 - BRAIN TIMOTHY JOHN  
 POL 67  
 0019/0001/010/ PROVINCIAL FORCES - CIRCULAR LETTER TO CHIEF CONSTABLES  
 PCP 93  
 0014/0010/002/ MR MARTIN REDMOND MP WHEN WILL SOS DISCUSS WITH CC SYP THE PROBLEMS OF PROSTITUTION IN THE  
 SCAT 03  
 0002/0022/013/ PM/HOME SECRETARY BILATOERALS WITH CHIEF CONTSABLES  
 MCG 01  
 0004/0057/017/ HOME SECRETARYS SPEECH TO CHIEF CONSTABLES  
 IC 04  
 0019/0068/002 CHILDRENS SAFEGUARDS INSPN: NOTTM SURREY TERRY GRANGE REPORT  
 IC 01  
 0031/0091/034/ INSP MARK LONG STAFF OFFICER HMIC MR D CROMPTON  
 IC 02  
 0031/0091/019/ SECONDED INSP DAVID WORMALD STAFF OFFICER MR CROMPTON  
 PLP 02  
 0004/0020/105 HER MAJESTY'S INSPECTOR OF CONSTABULARY - GENERAL  
 IMG 12  
 1688/2050/0004/ ACPO/CHILD SEX  
 DVU 04  
 0001/0023/002/ HMIC THEMATIC REVIEW (HER MAJESTY'S INSPECTORATE OF CONSTABULARY)  
 DVU 04  
 0001/0023/005/ HMIC THEMATIC REVIEW (HER MAJESTY'S INSPECTORATE OE CONSTABULARY)  
 VCS 02  
 0003/0041/002/ JOINT INSPECTORATE'S REPORT INTO CHILDREN'S SAFEGUARDS  
 VCS 03  
 0003/0041/001 JOINT CHIEF INSPECTORS' REPORT  
 PCP 00  
 0030/0007/001/ PUBLIC CORRESPONDENCE  
 PCP 00  
 0030/0007/002/ GENERAL CORRESPONDENCE  
 PCP 02  
 0029/0004/025/ CRIME REDUCTION PROGRAMME BOARD  
 PCP 03  
 0003/0008/001/ CHILD ABDUCTION RESCUE ALERT ORGANISATION  
 PCP 90  
 0012/0001/037/ GENERAL CORRESPONDENCE  
 PCP 90  
 0014/0011/001/ CHILD ABUSE GENERAL PAPERS C/T PCP/95 14/11/1  
 PCP 94  
 0014/0030/116/ PAEDOPHILIA AND CHILD PROSTITUTION  
 PCP 96  
 0002/0014/001/A CORRESPONDENCE  
 PCP 96  
 0012/0007/003/ PUBLIC CORRESPONDENCE  
 PCP 99  
 0003/0025/022/ YOUNG PEOPLE  
 PCP 95  
 0014/0011/001/ CHILD ABUSE GENERAL PAPERS C/F PCP/90 14/11/1

CFP  
01/07/00000001 CFP 1 / 7 / 18 / 1 / 5 / 2 / PLPU:  
02 CHILDREN - SEXUAL ABUSE - RECORDS  
PW 96  
0009/0105/001/ CHILD SEXUAL ABUSE: POLICE OPERATIONS AGAINST  
VCS 02 THE INVESTIGATION OF CSA: LEAD RESPONSIBILITY FOR INVESTIGATING CASES [TRANSCENDING] FORCE  
0003/0027/001/ BOUNDARIES  
SEN 01  
0006/0087/001/ FDS ON TRAFFICKING AND CHILD SEXUAL EXPLOITATION AND PORNOGRAPHY  
SEN 01  
0006/0087/002/ FDS ON TRAFFICKING AND CHILD SEXUAL EXPLOITATION AND PORNOGRAPHY  
SEN 01  
0006/0087/003/ FDS ON TRAFFICKING AND CHILD SEXUAL EXPLOITATION AND PORNOGRAPHY  
VCS 00  
0005/0027/001/ COMMERCIAL SEXUAL EXPLOITATION  
ACOM 03  
0020/0081/001/ CHILD ABUSE INVESTIGATIONS - INTER AGENCY ISSUES  
PSU 03  
0001/0033/239/ SEX OFFENCES / CHILD ABUSE  
PW 01  
0063/0146/001/ CHILD ABUSE  
PW 95  
0008/0009/001/ CHILD ABUSE GENERAL/INTERDEPARTMENTAL  
PW 98  
0108/0056/003/ CHILD ABUSE  
PW 98  
0108/0056/004/ CHILD ABUSE  
PW 99  
0056/0108/002/ CHILD ABUSE  
PW 99  
0056/0108/004/ CHILD ABUSE  
PW 99  
0056/0108/005/ CHILD ABUSE  
VCC 05  
0002/0001/048/ WARRINGTON RAPE SEXUAL ABUSE SUPPORT CENTRE VF/SO/0023  
VCC 05  
0002/0001/075/ BARNSELY SEXUAL ABUSE RAPE CRISIS HELPLINE VF/SO/0159  
VCS 00  
0004/0027/001/ RETROSPECTIVE ALLEGATIONS OF CHILD ABUSE  
VCS 00  
0004/0030/001/ ALLEGATIONS OF RETROSPECTIVE CHILD ABUSE  
VCS 01  
0004/0027/001/ RETROSPECTIVE ALLEGATIONS OF CHILD ABUSE  
VCS 01  
0004/0030/001/ ALLEGATIONS OF RETROSPECTIVE CHILD ABUSE (2ND FILE)  
VCS 01  
0004/0030/002/ ALLEGATIONS OF RETROSPECTIVE CHILD ABUSE (2ND FILE)  
VCS 01  
0004/0030/003/ ALLEGATIONS OF RETROSPECTIVE CHILD ABUSE (2ND FILE)  
VCS 01  
0004/0030/004/ ALLEGATIONS OF RETROSPECTIVE CHILD ABUSE  
VCS 01  
0004/0030/005/ ALLEGATIONS AND RETROPECTIVE CHILD ABUSE  
RSCM 04  
0002/0026/011/ 1999 - 2000 RDS PROCUREMENT DEAD CONTRACTS 11  
RSCM 04  
0002/0026/050/ 1999 - 2000 RDS PROCUREMENT DEAD CONTRACTS 50  
RSCM 04  
0002/0026/053/ 1999 - 2000 RDS PROCUREMENT DEAD CONTRACTS 53  
RSCM 04  
0002/0026/056/ 1999 - 2000 RDS PROCUREMENT DEAD CONTRACTS 56  
RSCM 04  
0002/0026/057/ 1999 - 2000 RDS PROCUREMENT DEAD CONTRACTS 57  
RSCM 04  
0002/0026/062/ 2001-2002 RDS PROCUREMENT DEAD PEER REVIEWS  
RSCM 04  
0002/0026/074/ 2001 RDS PROCUREMENT DEAD CONTRACTS  
RSCM 04  
0002/0026/075/ 2001 RDS PROCUREMENT DEAD CONTRACTS  
RSCM 04  
0002/0026/082/ 2001-2004 RDS FPS CONTRACT FILES REF NOS. RDS/04/082 TO RDS/03/011 (TNT BOX)  
RSCM 04  
0002/0026/086/ 2001-2004 RDS FPS CONTRACT FILES REF NOS. RDS/01/256 TO RDS/01/201 (TNT BOX)  
PS 98  
0109/0113/002/ SOUTH YORKSHIRE POLICE.  
CRPE 01  
0009/0037/002/ FEEDBACK

CRPE 02  
 0003/0027/001/ MISSING CHILDREN: PHASE 3  
 CRPE 02  
 0009/0037/001/ FEEDBACK  
 PW 95  
 0064/0105/008/ PROSTITUTION  
 PW 98  
 0056/0105/001/ PROSTITUTION  
 PW 98  
 0062/0129/001/ CHILD PROTECTION STEERING GROUP  
 PW 98  
 0108/0056/002/ PROSTITUTION  
 PW 99  
 0056/0108/001/ PROSTITUTION  
 PW 99  
 0056/0108/003/ PROSTITUTION  
 CFP  
 01/007/0000000  
 714 CFP 1 / 7 / 18 / 4 / 6 / 2 / CPG  
 AORU 03  
 0001/0023/052/ PROSTITUTION REVIEW  
 CFP  
 01/05/0000000  
 49 CFP 1 / 5 / 8 / 1 / 1 / 1 / 33 / 2 / DIP:  
 POLICE FORCE - SOUTH YORKSHIRE - RECORDS  
 SEN 02  
 0106/0117/003/ MINISTERIAL CORRESPONDENCE  
 SEN 03  
 0035/0035/001/ SEX OFFENDERS ACT - PUBLIC CORRESPONDENCE (PART 3)  
 SEN 03  
 0035/0060/002/ SEX OFFENDERS ACT - PUBLIC CORRESPONDENCE  
 SEN 03  
 0035/0060/006/ SEX OFFENDERS ACT - PUBLIC CORRESPONDENCE (PART 3)  
 SEN 03  
 0078/0117/016/ CORRESPONDENCE  
 SEN 03  
 0078/0117/019/ MINISTERIAL CORRESPONDENCE  
 SEN 03  
 0101/0106/001/ SEX AND OFFENCES UNIT - PUBLIC CORRESPONDENCE  
 SEN 03  
 0101/0106/002/ SENTENCING & OFFENDERS UNIT - CORRESPONDENCE  
 SEN 03  
 0101/0106/003/ SENTENCING & OFFENDERS UNIT - CORRESPONDENCE  
 SEN 03  
 0101/0106/004/ SENTENCING & OFFENDERS UNIT - CORRESPONDENCE  
 SEN 03  
 0101/0106/005/ SENTENCING & OFFENDERS UNIT - CORRESPONDENCE  
 SEN 03  
 0101/0106/006/ SENTENCING & OFFENDERS UNIT - CORRESPONDENCE  
 SEN 03  
 0101/0106/007/ SENTENCING & OFFENDERS UNIT - CORRESPONDENCE  
 SEN 03  
 0101/0106/008/ SENTENCING & OFFENDERS UNIT - CORRESPONDENCE  
 SEN 03  
 0101/0106/009/ SENTENCING & OFFENDERS UNIT - CORRESPONDENCE  
 SEN 03  
 0101/0106/010/ SENTENCING & OFFENDERS UNIT - CORRESPONDENCE  
 SEN 03  
 0101/0106/011/ SENTENCING & OFFENDERS UNIT - CORRESPONDENCE  
 SEN 03  
 0101/0106/012/ SENTENCING & OFFENCES UNIT - CORRESPONDENCE  
 SEN 03  
 0101/0106/013/ SENTENCING & OFFENCES UNIT - CORRESPONDENCE  
 SEN 03  
 0101/0106/014/ SENTENCING & OFFENCES UNIT - CORRESPONDENCE  
 SEN 03  
 0101/0106/015/ SENTENCING & OFFENCES UNIT - CORRESPONDENCE  
 SEN 03  
 0101/0106/016/ SENTENCING & OFFENCES UNIT - CORRESPONDENCE  
 SEN 03  
 0101/0106/017/ SOU - CORRESPONDENCE  
 SEN 03  
 0101/0106/018/ SOU - CORRESPONDENCE  
 SEN 03  
 0101/0106/019/ SENTENCING AND OFFENCES UNIT/CORRESPONDENCE  
 SEN 03  
 0101/0106/020/ SENTENCING AND OFFENCES UNIT/CORRESPONDENCE  
 SEN 03  
 0101/0106/021/ CORRESPONDENCE - SOU

SEN 03  
 0101/0106/022/ CORRESPONDENCE - SOU  
 SEN 03  
 0101/0106/023/ CORRESPONDENCE - SOU  
 SEN 03  
 0101/0106/024/ CORRESPONDENCE - SOU  
 SEN 03  
 0101/0106/025/ CORRESPONDENCE - SOU  
 SEN 03  
 0101/0106/026/ CORRESPONDENCE - SOU  
 SEN 03  
 0101/0106/027/ CORRESPONDENCE - SOU  
 SEN 03  
 0101/0106/028/ CORRESPONDENCE - SOU  
 SEN 03  
 0114/0139/001/ SEXUAL OFFENCES BILL: STAKEHOLDER CORRESPONDENCE 1  
 SEN 03  
 0114/0139/002/ SEXUAL OFFENCES BILL: STAKEHOLDER CORRESPONDENCE 2  
 SEN 98  
 0040/0101/001/ MINISTERIAL CORRESPONDENCE  
 SEN 99  
 0035/0060/007/ GENERAL CORRESPONDENCE - SEXUAL OFFENDERS REVIEW  
 SEN 99  
 0035/0060/008/ GENERAL CORRESPONDENCE - SEXUAL OFFENDERS REVIEW  
 SEN 99  
 0035/0060/009/ GENERAL CORRESPONDENCE - SEXUAL OFFENDERS REVIEW  
 SEN 99  
 0035/0060/042/ SEX OFFENDERS ACT - GENERAL CORRESPONDENCE  
 SEN 99  
 0035/0060/221/ GENERAL CORRESPONDENCE - SEXUAL OFFENCES REVIEW  
 SEN 99  
 0035/0060/222/ GENERAL CORRESPONDENCE - SEXUAL OFFENCES REVIEW  
 SEN 99  
 0035/0060/223/ GENERAL CORRESPONDENCE - SEXUAL OFFENCES REVIEW  
 SEN 99  
 0035/0060/225/ GENERAL CORRESPONDENCE - SEXUAL OFFENCES REVIEW  
 SEN 99  
 0035/0060/226/ GENERAL CORRESPONDENCE - SEXUAL OFFENCES REVIEW  
 SEN 99  
 0101/0106/001/ GENERAL PUBLIC CORRESPONDENCE  
 SEN 99  
 0101/0106/002/ PUBLIC CORRESPONDENCE MISCELLANEOUS  
 SEN 00  
 0035/0060/145/ PO 16241/00 DAVID CRAUSBY MP - [REDACTED] RE: PAEDOPHILES  
 SEN 00  
 0035/0060/205/ PO 20765/00 MATGARET BECKETT MP - [REDACTED] RE: CHILD SEX OFFENDERS  
 SEN 01  
 0035/0060/075/ SEX OFFENCES REVIEW: CHAPTER 3 CHILDREN: RELATED PAPERS  
 SEN 01  
 0073/0073/001/ BRIEFINGS  
 SEN 02  
 0055/0106/001/ POST CONSULTATION PAPER  
 SEN 98  
 0006/0078/001/ WORKING GROUP ON CHILD PROSTITUTION  
 SEN 98  
 0006/0078/002/ WORKING GROUP ON CHILD PROSTITUTION  
 SEN 98  
 0057/0076/087/ SOU FOR ADVICE CASES  
 SEN 99  
 0035/0060/016/ CHILD PROSTITUTION: RESPONSES AND DRAFT GUIDANCE  
 SEN 99  
 0035/0060/017/ CHILD PROSTITUTION: RESPONSES AND DRAFT GUIDANCE  
 SEN 99  
 0035/0060/018/ CHILD PROSTITUTION: RESPONSES & DRAFT GUIDANCE  
 SEN 99  
 0106/0031/001/ SOU ADVICE CASES  
 SEN 99  
 0106/0031/002/ SOU ADVICE CASES  
 CL 01  
 0026/0105/021/ PO 12630/01 FROM: ADELE WIER RE: PROSTITUTION  
 CRPE 01  
 0002/0028/030/ RESEARCH PROJECT  
 RSCP 05  
 0001/0018/013/ CRPE / VIOLENCE AGAINST WOMEN / CORRESPONDENCE HOME OFFICE  
 RSCP 05  
 0001/0018/014/ CRPE / VIOLENCE AGAINST WOMEN / CORRESPONDENCE HOME OFFICE  
 RSCP 05  
 0001/0018/015/ CRPE / VIOLENCE AGAINST WOMEN / CORRESPONDENCE HOME OFFICE

RSCP 05	
0001/0018/016/ VCS 02	CRPE / VIOLENCE AGAINST WOMEN / CORRESPONDENCE HOME OFFICE
0003/0040/001/ FD 00	CRP PROJECTS - FUNDING ISSUES
0025/0069/002/ FD 99	CRIME REDUCTION PROGRAMME
0027/0035/014/ LAB 00	CRIME REDUCTION PROGRAMME
0046/0167/003/A PCP 00	CRIME REDUCTION - GENERAL
0003/0015/001/ FAM 00	CRIME REDUCTION PARTNERSHIPS RESEARCH PROJECTS
0002/0043/065/ AACD 04	REJECTED BIDS-ROTHERHAM
0010/0045/062/ CHN 98	ANTI-SOCIAL BEHAVIOUR: PROSTITUTION
5016/0003/006/ CL 00	HO/DH GUIDANCE ON CHILDREN IN PROSTITUTION
0005/0032/003/ CL 00	CHILDREN INVOLVED IN PROSTITUTION: FINAL GUIDANCE
0005/0032/004/ PN 98	CHILDREN INVOLVED IN PROSTITUTION: FINAL GUIDANCE
0049/3064/001/ PN 98	WORKING GROUP ON CHILDREN IN PROSTITUTION
0049/3064/002/ POC 00	WORKING GROUP ON CHILDREN IN PROSTITUTION
0001/0002/018/ SEN 03	PAEDOPHILIA & CHILD PROSTITUTION
0078/0117/006/ SEN 03	TRAFFICKING PROSTITUTION
0078/0117/008/ SEN 03	EVENTS PROSTITUTION
0078/0117/009/ SEN 03	FINANCE PROSTITUTION
0078/0117/011/ SEN 04	PROSTITUTION IMPACT ON COMMUNITIES
0078/0117/003/ DVU 04	OFF-STREET PROSTITUTION
0003/0018/002/ DVU 04	CRIME REDUCTION PERFORMANCE BOARD (CRPB)
0001/0026/045/ DVU 04	CRIME REDUCTION PROGRAMME
0003/0018/001/ EIU 04	CRIME REDUCTION DELIVERY BOARD (CRDB)
0001/0029/012/ FD 01	CRIME REDUCTION
0025/0069/001/ LAB 00	POLICING AND CRIME REDUCTION GROUP
0012/0026/001/ PRS 03	CRIME REDUCTION PROGRAMMES
0002/0016/001/ RSCP 04	CRIME REDUCTION FUNDING 2003/04
0002/0018/003/ SCAT 03	CRIME REDUCTION PROGRAMME BOARD
0002/0016/051/ FD 02	CRIME REDUCTION DELIVERY BOARD
0025/0069/003/ RRU 04	POLICING AND CRIME REDUCTION GROUP (PCRG)
0002/0017/025/ RSCP 04	CRIME REDUCTION ISSUES
0001/0018/002/ DVU 04	RDS FINANCE - CRIME REDUCTION PROGRAMME
0001/0026/063/ PCP 99	LOCAL GOVERNMENT OFFICE - GO - YORKSHIRE AND THE HUMBER
0029/0007/008/ SCAT 02	GOVERNMENT OFFICE FOR YORKSHIRE AND THE HUMBER: INVOICES AND GRANTS PAYMENTS
0002/0021/056/ SCAT 02	GOVERNMENT OFFICE FOR YORK AND HUMBER
0002/0021/072/ SCAT 03	GOVERNMENT OFFICE FOR YORK AND HUMBER
0002/0021/019/ SCAT 04	GOVERNMENT OFFICE FOR YORK AND HUMBER
0002/0021/004/ VCC 04	GOVERNMENT OFFICE FOR YORK AND HUMBER
0002/0011/036/ VCC 04	VICTIMS OF SEXUAL OFFENDING - CORRESPONDENCE
0002/0023/003/	VICTIMS UNIT PUBLIC CORRESPONDENCE FILE

PF 94  
 0105/0240/035/ PRE-INSPECTION NOTES - SOUTH YORKSHIRE  
 PSD 99  
 0028/0008/031/ SOUTH YORKSHIRE POLICE  
 PSU 03  
 0001/0033/096/ SOUTH YORKSHIRE  
 SCAT 02  
 0002/0021/040/ MINISTERIAL VISITS: SOUTH YORKSHIRE  
 SCAT 02  
 0002/0021/060/ MINISTERIAL VISITS: SOUTH YORKSHIRE  
 SCAT 02  
 0002/0021/063/ MINISTERIAL VISITS: SOUTH YORKSHIRE  
 SCAT 02  
 0002/0021/071/ MINISTERIAL VISITS: SOUTH YORKSHIRE  
 SCAT 03  
 0002/0016/012/ AREA CO-ORDINATION: SOUTH YORKSHIRE  
 SCAT 03  
 0002/0016/018/ AREA CO-ORDINATION: SOUTH YORKSHIRE  
 SCAT 03  
 0002/0016/023/ AREA CO-ORDINATION: SOUTH YORKSHIRE  
 SCAT 03  
 0002/0016/035/ AREA CO-ORDINATOR: SOUTH YORKSHIRE  
 SCAT 03  
 0002/0016/043/ AREA CO-ORDINATION: SOUTH YORKSHIRE  
 SCAT 03  
 0002/0016/068/ AREA CO-ORDINATION: SOUTH YORKSHIRE  
 SCAT 04  
 0002/0016/002/ AREA CO-ORDINATION: SOUTH YORKSHIRE  
 SCAT 04  
 0002/0016/003/ AREA CO-ORDINATION: SOUTH YORKSHIRE  
 SCAT 04  
 0002/0016/004/ AREA CO-ORDINATION: SOUTH YORKSHIRE  
 SCAT 04  
 0002/0016/005/ AREA CO-ORDINATION: SOUTH YORKSHIRE  
 SCAT 04  
 0002/0016/016/ AREA CO-ORDINATION: SOUTH YORKSHIRE  
 SCAT 04  
 0002/0016/017/ AREA CO-ORDINATION: SOUTH YORKSHIRE  
 SCAT 04  
 0002/0016/018/ AREA CO-ORDINATION: SOUTH YORKSHIRE  
 SCAT 04  
 0002/0016/019/ AREA CO-ORDINATION: SOUTH YORKSHIRE  
 SEN 03  
 0078/0117/002/ HEALTH ISSUES PROSTITUTION  
 SEN 03  
 0078/0117/003/ DRUGS PROSTITUTION  
 POL 88  
 1100/0008/002/ REVIEW OF POLICE PROCEDURES FOR DEALING WITH CHILD ABUSE  
 POL 87  
 1100/0008/003/ REVIEW OF EXISTING POLICE PROCEDURE FOR DEALING WITH CHILD ABUSE  
 POL 87  
 1100/0002/005/ INTERDEPARTMENTAL WORK ON CHILD ABUSE  
 POL 87  
 1100/0002/006/ REVIEW OF HOME OFFICE POLICY ON DEALING WITH CHILD ABUSE  
 RP 98  
 0159/0264/002/ THIRD PARTY DISCLOSURE: BEFORE CHILD ABUSE STRAND.  
 POL 87  
 1100/0008/004/ REVIEW OF POLICE PROCEDURES FOR DEALING WITH CHILD ABUSE  
 POL 88  
 1100/0002/008/ INTERDEPARTMENTAL WORK ON CHILD ABUSE  
 SEN 03  
 0114/0139/003/ SEXUAL OFFENCES BILL: PUBLIC CORRESPONDENCE  
 SEN 00  
 0035/0060/051/ SEX OFFENCES REVIEW  
 CL 99  
 0005/0032/002/ CHILD ABUSE  
 SEN 00  
 0035/0060/021/ SEX OFFENCES REVIEW  
 SEN 03  
 0040/0052/002/ WHITE PAPER (CORRESPONDENCE)  
 SEN 98  
 0035/0060/137/ NATIONAL PLAN ON COMMERCIAL SEXUAL EXPLOITATION OF CHILDREN  
 SEN 03  
 0078/0117/022/ MINISTERIAL GROUP ON SEXUAL OFFENDING  
 SEN 00  
 0035/0060/052/ SEX OFFENCES REVIEW  
 SEN 00  
 0035/0060/016/ SEX OFFENCES REVIEW

SEN 00	
0035/0060/020/	SEX OFFENCES REVIEW
CL 01	SEX OFFENCES REVIEW: CONSIDERATION & PROPOSALS: CHAPTER 7 - TRAFFICKING AND SEXUAL EXPLOITATION
0105/0199/006/	
SEN 00	
0035/0060/047/	SEX OFFENCES REVIEW
SEN 00	
0035/0060/049/	SEX OFFENCES REVIEW
SEN 01	
0035/0060/057/	SEX OFFENCES REVIEW - CHAPTER 7 TRAFFICKING AND SEXUAL EXPLOITATION
SEN 00	
0035/0060/018/	SEX OFFENCES REVIEW
SEN 00	
0035/0060/017/	SEX OFFENCES REVIEW
SEN 00	
0035/0060/048/	SEX OFFENCES REVIEW
SEN 00	
0035/0060/050/	SEX OFFENCES REVIEW
SEN 00	
0035/0060/019/	SEX OFFENCES REVIEW
CL 01	
0005/0054/001/	GUIDANCE ON COMPLES CHILD ABUSE INVESTIGATIONS
CL 99	
0032/0151/002/	RESEARCH ON ADMISSIBILITY AND SUFFICIENCY OF EVIDENCE IN CHILD ABUSE PROSECUTIONS
CL 99	
0032/0151/001/	RESEARCH ON ADMISSIBILITY AND SUFFICIENCY OF EVIDENCE IN CHILD ABUSE PROSECUTIONS
POL 85	
1088/0003/002/	CHILD SEXUAL ABUSE
POL 90	
1100/0002/007/	MONITORING CHILD ABUSE - MISCELLANEOUS CORRESPONDENCE.
PRBU 04	
0005/0028/016/	SOUTH YORKSHIRE: CORRESPONDENCE
PS 00	
0137/0166/022/	CHILD PORNOGRAPHY
CRA 02	
0009/0010/001/	CHILD ABUSE
CRA 02	
0009/0010/002/	CHILD ABUSE





**Annex B**

## Digital Search Arrangements



# Annex B: Digital Search Arrangements

1. This paper describes arrangements for the digital search activities supporting the Rotherham internal review.
2. To overcome limitations on existing search capability (for example, high-volume searches could only be applied to '.doc' files), a new search capability was implemented for the purposes of the internal review. The methodology associated with use of the new search capability is described below.
3. All decisions regarding search methodology were taken in consultation with the department's technology directorate, knowledge and information management unit and with the department's digital search provider, as appropriate.

## Data Selection

4. The department firstly selected the data to be searched. This selection was informed by an earlier process which highlighted potentially relevant locations, and the geographical location of Home Office units connected to the Rotherham research project also informed data selection (this was on the basis that digital storage drives used by Home Office teams are connected to teams' physical location).
5. This exercise led to a number of Home Office drives<sup>1</sup>, collectively containing in the order of 27TB data, being selected for search. It was known that policy and research teams having contact with the Rotherham research project would have been based in locations using the Home Office 'London F:' and 'London S:' drives, and these were therefore selected for search.
6. These drives were then subject to additional review to establish whether these held folders which could be excluded from the search on the basis that they contained irrelevant information. Removal of irrelevant folders was necessary to ensure that the search activities could take place as quickly as possible (the digital search capability deployed for the purposes of the internal review was able to index approximately 1TB of data over two days; further time was then required to process indexed data, as well as for members of staff to actually review the search results that were returned).
7. Croydon F: and S: drives were considered unlikely to contain information of relevance, as these largely contain information relating to the then UK Borders Agency, Enabler and Staff network information. However, for completeness, any folders containing 'Crime' or 'Policing' in the folder name and which were not obviously irrelevant (such as folders titled 'police pay', for example) were also searched. It was possible to exclude some additional data from the Croydon S: drive on the basis that reliable metadata, unaffected by date overwriting issues, indicated that folders were created post the date range of interest (specified as 1998 – 2005 inclusive).
8. This additional review process reduced the volume of data being searched to around 13 TB. A detailed list of drive and folder locations searched is provided at Appendix I.

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<sup>1</sup> Described as RDS M&N (RDS QAG), London F and S (including Corporate File Plan) and Croydon F and S drives.

## Technical Search Settings

9. The technical search settings deployed in connection with the digital search affect three principal phases of the digital search: data 'indexing'; 'workflow' processing and 'review'. Settings associated with each of these phases are explained below.

### Phase 1: 'Index' Settings

10. The indexing process renders data capable of being searched.
11. Software used to conduct the digital search allowed for multiple decisions to be made about the manner in which data was indexed. Index settings determine the nature of information that is subsequently available to reviewers looking at material identified through the search once complete. Index settings can, for example, determine the file types that are indexed; the level of forensic analysis that can take place in relation to indexed files; the data fields associated with the file that are rendered searchable and the types of search features that may be enabled (an example of a specific search feature is, for example, 'de-duplication', which ensures that where identical files exist, only one of the identical files is ever presented to a reviewer to look at).
12. Index settings can have positive and negative impacts on the speed of the index process and the size of the index store created; meaning that the department took proportionality considerations into account when choosing which index settings to apply.

### Index Settings Selected

13. Standard 'out of the box'<sup>2</sup> index settings were applied to the search, with variations as detailed in full at Appendix II.
14. Key points associated with the department's choice of index settings are described below:
- i. **Productivity files were indexed.** Files referred to as 'productivity files' are ones containing general work (such as document, plain text, presentation, spreadsheet and drawing files).
  - ii. **Technical files were not indexed.** Technical files include logs, registry files and 'executables' (computer-readable operating instructions). The department's technology directorate, in consultation with the digital search provider, determined that there were unlikely to be circumstances where it would be necessary to have access to technical file content for the purposes of conducting search work for the review. Technical file types were judged unlikely to be necessary in establishing what was known to the department in connection with child sexual abuse in Rotherham in the early 2000s.
  - iii. **All image files were indexed.** While all image files were indexed, only text in a recognised text format is capable of being searched. Text appearing in an unreadable image file, such as a photograph or fax, would require further Optical Character Recognition (OCR) processing in order to be searchable. The approach used during the search to identify candidate files for OCR processing is set out in section 2, 'workflow settings', below.
  - iv. **'Forensic' settings were not applied.** Forensic index settings allow fragments of files that may have been overwritten or deleted to be searched, and again, on advice of the department's technology directorate, in conjunction with the digital search provider, were judged not to add value in determining what was known to the department about child sexual abuse in Rotherham in the early 2000s. Enabling forensic settings was expected to slow down index speeds by around 20-30% and to increase the number of files being returned by as much as a factor of three. These additional files would predominantly

<sup>2</sup> The Digital Search System used by the department is 'Nuix'.

have included 'binary' files which could not realistically be expected to contain any information of use for the purposes of this search.

## Phase 2: Search System 'Workflow' Settings

15. The 'workflow' process settings determined which of the very large quantities of indexed files were referred to staff to review. By way of illustration, a sample 1TB of data taken from the Crime Reduction folder in the department's digital record repository (the Corporate File Plan) contained in the region of six million files.

16. The process of selecting files for manual review took into account the following:

- the nature of files that could reasonably be expected to contain information of relevance to the Rotherham internal review; and
- the technical capabilities of the department's digital search solution.

### Workflow Settings Methodology

17. The various steps taken to determine which indexed files were selected for review by staff is set out below.

#### Step 1: Exclusion of Duplicate Files and Immaterial Items

18. An option to remove identical files (de-duplication) was selected. De-duplication is designed to ensure that reviewers are not presented with multiple instances of identical files to assess.

19. Immaterial file types were also excluded from manual review. Immaterial file types include system files such as registry and log files, which do not contain 'work' produced by a person in the same way that productivity files, such as document files, do. Technical advice indicated that immaterial files were extremely unlikely to contain any information of use for the purposes of the Rotherham search.

#### Step 2: Application of Search Terms to Contents and Metadata Fields and 'Unreadable Image' File Treatment

20. Due to the different nature of information contained in file contents and metadata fields (that is, information about the file, such as author name or creation date), different search terms were applied to file contents and metadata respectively.

##### *File Contents*

21. Search terms applied to file contents included generic terms, such as 'Rotherham' or 'prostitution', as well as specific terms, such as the names of key individuals. Content search terms are listed below.

**Table 1: Content Search Terms**

No.	Search Term Name	Search Term Operation
1	██████████ (former researcher)	(██████████~0.8 w/1 (█ or ██████████))
2	Professor Jalna Hanmer	((hanmer~0.8 w/1) w/1 (j OR ja* OR prof*))
3	Professor Margaret Melrose	(Melrose w/1 (m or Margaret or prof*))
4	██████████ Report Exact Match Phrase: Key achievements	"key achievements of the home office pilot"
5	██████████ Report 'Shingle'	'Find similar' document search

6	University of Luton Report Exact Match Phrase: There are lots of places to talk and I feel safe	"there are lots of places to talk and I feel safe"
7	University of Luton Report 'Shingle'	'Find similar' document search
8	██████████	(██████████ w/1 (██████████ or ██████████))
9	██████████	(██████████ w/1 ██████████)
10	██████████	(██████████ w/1 ██████████*)
11	Christine Brodhurst-Brown	("Broadhurst Brown" OR "brodhurst brown")
12	Coalition for the Removal of Pimping	(coalition w/3 removal w/3 pimip*)
13	C.R.O.P.	("Crop" or "c.r.o.p.")
14	David Barrett	((barr?tt or barr?t or bar?t or bar?tt) w/1 (d or dav*))
15	██████████	(██████████ s/2 (██████████ or ██████████*))
16	Di Billups	(billups w/1 di*)
17	██████████	((██████████~0.8) w/1 (██████████ or ██████████))
18	██████████	(██████████ w/1 ██████████)
19	██████████	(██████████ w/1 ██████████)
20	██████████	(██████████ w/1 ██████████)
21	██████████	((██████████ w/1 ██████████) or ██████████ w/1 ██████████)
22	Prostitution	(prostitute* OR prsttn)
23	Risky Business	"risky business"
24	Rotherham	rotherham~0.7
25	██████████	(██████████~0.7 w/1 (██████████ or ██████████))
26	██████████	(██████████ w/1 (██████████ OR ██████████))
27	██████████	(██████████ w/1 ██████████) OR (██████████ w/1 ██████████)
28	University of Luton	(uni* w/3 luton)

22. Metadata fields contain information about the file, such as the file's author, title or creation date. Technical advice indicated that the metadata likely to be of most use in identifying relevant material related to names – for example, by allowing documents authored by relevant individuals to be identified.
23. Generic search terms such as 'Rotherham' and 'prostitution' were judged unlikely to feature in the metadata associated with a relevant file without also appearing in that file's contents. For example, a file titled 'Prostitution in Rotherham' could reasonably be expected to include these terms in its contents, meaning that it would already be identified through the application of content search terms. Generic terms were therefore excluded from the metadata search.
24. Names of civil servants were not applied in the search of metadata, as this would have resulted in all material created by that civil servant being returned for review, the vast majority of which could be expected to be completely unrelated to Rotherham.

**Table 2: Metadata Search Terms**

No	Search Term	Search Term Operation
29	Specific email addresses	rotherham.gsi.gov.uk OR from:luton.ac.uk OR from:rotherham.gov.uk
1	██████████ (former researcher)	(██████████~0.8) w/1 (██████████ OR ██████████)
2	Professor Jalna Hanmer	(hanmer~0.8 AND (ja* OR prof*))
3	Professor Margaret Melrose	((Melrose AND (margaret or prof*))
11	Christine Brodhurst-Brown	("Broadhurst Brown" OR "brodhurst brown")
14	David Barrett	(barrett AND dav*)
16	Di Billups	(billups AND di*)
17	██████████	(██████████~0.8 AND ██████████)
20	██████████	(██████████ AND ██████████)

*Treatment of Unreadable Image Files*

25. It was accepted that unreadable image files (such as tiff, jpeg or unreadable pdf files) containing relevant information might be held. This might be the case where, for example, correspondence had been scanned and saved.
26. Text in these images could not automatically be searched, but OCR software could be applied to convert these images into searchable text.
27. Converting these images into searchable text attracts a very significant time penalty (technical advice indicated that converting unreadable images contained within 1TB of data into readable text might take in the region of 1-2 weeks; meaning that application of OCR across the data selected for search could be expected to take up to 26 weeks).

28. To maximise the chances of identifying relevant unreadable image files without incurring the time penalty associated with applying OCR, the metadata of unreadable image files was searched with both the content and metadata search terms, with one exception. The search term not used was 'CROP' – since this appeared too frequently in jpeg file metadata (which appeared to contain image 'cropping' data) to be practical. Testing a sample of jpeg files revealed that the very large majority of these were photographs which as such were therefore unlikely to contain information of relevance for the purposes of this search.
29. Any unreadable image file with metadata including a search term hit was then referred for manual review. OCR was applied to these files, so that the text content could, in the future, also be searched.

### Step 3: Application of Date Criteria

30. The period of interest to the internal review has been set at 1998-2005, inclusive. Some historic changes in the department's IT infrastructure caused some date property information associated with specific files (file creation and last modified date stamps) to be overwritten. This meant that in the course of conducting the original search activity, some files which were expected to have been captured by the search for review were found to have been missed.
31. To avoid repetition of this issue, the department reviewed various types of date property information associated with file types and only applied date criteria where this was known to be unaffected by the change in IT infrastructure. Reliable date metadata fields varied by file type, and were selected as follows:
- Microsoft Office file types - created meta data field;
  - Outlook file types - MAPI-client-submit-time field;
  - PDF file types – application created field.
32. Where a reliable item of date metadata could not be identified for a given file type, no date criteria were applied. All those files with metadata allowing for a reliable determination that the file was created post 2005 were excluded from the process, and were not referred for manual review.
33. The department recognised the possibility that a file could have been created prior to 1998 (for example, a template document) and then amended to include information of relevance to the internal review. To avoid any such file being excluded from the process of manual review, no 1998 related date criteria (designed to stop files created prior to 1998 from being referred for manual review) was applied.

### Step 4: Priority Search Term and Combination Search Term Review

34. The department recognised that some of the search terms deployed would be more indicative of relevance than others. It therefore distinguished between files containing search terms as follows:
- files which contained single search terms of such importance that they must automatically be assumed to be of potential relevance to the Rotherham internal review (priority search term files);
  - files which contained combinations of terms such that there was sufficient prospect of relevance to warrant manual review by a policy official (combination search term files); and
  - files which only contained one search term of low significance and which were therefore considered unlikely to contain information of relevance to the review. These files were not manually reviewed.



### Priority Search Terms

35. A hit against any of the following search terms resulted in automatic manual review of the file.

**Table 3 - Priority Search Terms**

	<b>Search Term Name</b>	<b>Rationale for priority search term status</b>
1	██████████	██████████ (the former researcher) who has chiefly reported efforts to raise concerns to the Home Office regarding child sexual abuse and inadequate response during the period in question.
2	Professor Margaret Melrose	Professor Melrose was the lead evaluator at the University of Luton with responsibility for reviewing the results of the Risky Business, Rotherham-based child abuse project. The evaluation process appears to have been a significant channel for the majority of communication regarding the project.
3	Professor Jalna Hanmer	Professor Jalna Hanmer was a trustee at the charity CROP (now PACE). PACE's evidence to the Home Affairs Select Committee states that Professor Hanmer sought to raise concerns with the Home Office.
23	Risky Business	All files containing an exact match against the term 'risky business' will be reviewed to check whether the reference constitutes a reference to the Risky Business Rotherham research project.
29	Specific email addresses	It was not considered likely that extensive amounts of email sent either to or from known email accounts connected to the Rotherham project would have been moved from email accounts and onto shared storage areas. Therefore, all email which: <ul style="list-style-type: none"> <li>• was sent from or to the Home Office using the email accounts known to be relevant; and</li> <li>• was produced during the time period in question</li> </ul> was reviewed.
4 and 5	The former researcher's draft report	Any document returned against an exact match search for the phrase 'key achievements of the Home Office Pilot' – the title noted in Professor Jay's report - was reviewed.  A document is available on the internet which is described as a copy of ██████████'s report [verified by submission from former researcher]. Using a copy of this, the search system was also deployed to return files of similarity to that document, as a further means of establishing whether relevant material was held.

6 and 7	University of Luton evaluation report	The department took the view that all versions of this report received by the Home Office should be reviewed so the extent to which they contained information about the Rotherham project could be assessed. An exact match phrase was searched for. Near matches were also searched for.
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#### *Combination Search Terms*

36. The department took the view that where a file contained only a single hit against one of the lower priority search terms this was unlikely to be a sufficient indicator of relevance to warrant manual review. However, where files contained more than one lower priority search term, they were reviewed.

37. Search terms which in combination could result in manual review of the file are detailed below.

**Table 4 – Combination Search Terms**

	<b>Search Term Name</b>	<b>Explanation</b>
8	██████████	Home Office civil servant working on the Crime Reduction Programme.
9	██████████	Home Office civil servant working on the Crime Reduction Programme.
10	██████████	Civil servant working for the Home Office in the Government Office of Yorkshire and the Humber
11	Christine Brodhurst-Brown	Rotherham Metropolitan Borough Council
12	Coalition for the Removal of Pimping	Charity partner involved in the Risky Business project
13	C.R.O.P.	As above.
14	David Barrett	University of Luton evaluator of the Rotherham Risky Business project
15	██████████	Department for Health civil servant
16	Di Billups	Rotherham Metropolitan Borough Council
17	██████████	Rotherham Metropolitan Borough Council
18	██████████	Home Office civil servant working on the Crime Reduction Programme
19	██████████	Home Office civil servant working on the Crime

		Reduction Programme
20	██████████	Rotherham Metropolitan Borough Council
21	██████████	Home Office civil servant
22	Prostitution	The Risky Business project was supported under the Tackling Prostitution initiative of the Crime Reduction Programme
24	Rotherham	Location of the Risky Business project
25	██████████	Home Office civil servant working on the Crime Reduction Programme
26	██████████	Home Office civil servant working on the Crime Reduction Programme
27	██████████	Home Office civil servant working on the Crime Reduction Programme
28	University of Luton	University of Luton was contracted to conduct evaluation of projects supported under the tackling prostitution: supporting young people strand of the Crime Reduction Programme.

38. There were a limited number of search term combinations that did not result in a file being manually reviewed. These were as follows:
- files only containing a hit against Rotherham and the University of Luton (no other search terms were engaged). These terms were considered highly generic and it was not considered that this combination would indicate sufficient relevance to warrant referral for manual review; and
  - files containing the same search term hit against both meta and content data (where no other search terms were engaged). In this situation, this would technically count as two search term hits, but this was not considered to be an indicator of relevance (for example, it is likely that any email sent by a relevant official would otherwise be returned against this rule, as their name would be likely to appear both in properties and content. However, in the majority of instances officials will have worked across a range of areas and the majority of emails will be irrelevant).

39. As previously noted, unreadable image files with metadata generating a hit against any single applicable search term were automatically referred for manual review.

### Step 5: Review of Family Material

40. Finally, any file judged to be relevant under the process of manual review was then checked to see whether any 'family' material was attached to it. Family material may exist where a file returned for review is connected to an email. That email and any other associated attachments (irrespective of whether or not these contain any search term hits) can be identified by way of the digital search capability's family function.

## Unindexed Items

41. A small minority of files within the data identified for search could not be indexed; and therefore could not be searched. Technical advisors indicated that this can routinely be expected to occur in the course of digital search activity.
42. Indexation of a given file may fail for any one of a number of technical reasons, which might, for example, include data having been corrupted, being encrypted or a file type not being supported or recognised by the digital search software. Because there was no reason to suppose that data of relevance to the Rotherham research project was at particular risk of appearing in unsupported formats, being encrypted or being corrupted no further attempts were made to make these files accessible.
43. In some cases, permissions issues (which resulted in the digital search software not being able to access items within specific folders) meant that files could not be searched.
44. Tests carried out across 1TB of data expected to contain frequent instances of files related to the Rotherham search work (crime reduction and criminal justice folders of the department's Corporate File Plan). These tests revealed that the extent of the problem in this area was not significant; around 98% of unindexed items constituted system files, which (since they would be productivity file types such as word documents or spreadsheets that would contain an official's work) would not have been referred for review under the department's workflow process. No permissions issues were identified within the crime reduction folder and only one sub-folder within the criminal justice folder was affected. This sub-folder appeared to contain information concerning staff diversity and equality.
45. Resolving permissions issues across the c.13TB total search area would have attracted a significant time penalty (this would have required the department to restore a series of indexes from back-up which would have taken at least three weeks). As the problem appeared to be limited and overwhelmingly affecting file types which would not contain information of relevance to the internal review, no further attempt was made to rectify it.

## Phase 3: the Manual Review Process

46. This section sets out the process deployed to assess those files selected for review for relevance.

### Reviewer Training

47. Reviewers received a following pack of information to ensure that they were sufficiently familiar with events and issues associated with child abuse in Rotherham and the Rotherham research project to be able to identify documents of relevance to the internal review.
48. Training material included the following:
  - The Independent Inquiry into Child Sexual Exploitation in Rotherham (Professor Alexis Jay report);
  - ██████████'s written evidence to the Home Affairs select committee;
  - A summary of key parties (internal and external to the Home Office) known to have had involvement with the Risky Business project in Rotherham;
  - A summary sheet setting out the material reviewers needed to identify (see section 50, below).
49. A senior reviewer met with each trainee reviewer to establish that, in their view, the trainee had sufficient knowledge of the Rotherham case to allow them to commence work on the search.

## File Relevance Criteria

50. Reviewers were asked to identify:

- any file returned by the system which concerned child sexual abuse or child sexual exploitation in Rotherham; and/or
- any file containing any information relating to the Risky Business project.

## Process for Deciding File Relevance

51. The search system used by reviewers provided a snapshot view of the file's contents as well as certain summary information. This data was used to inform an assessment of the file's relevance (for example: file name, file path, file type information could all be used by a reviewing in assessing whether a file was relevant or not).

52. A sample example of summary information is provided at Appendix III.

53. Reviewers were authorised to make a decision (within the range of decisions reasonably available) about the extent of summary information it was necessary to review in order to make an assessment as to the relevance of any particular file. Where appropriate, a decision as to file relevance could be made on the basis of a single item of metadata; for example, file title.

54. The reviewer could (but was not required to) use native search functions to assist in making a decision about the relevance of the document. The reviewer could (but was not required to) download the file in its native application if the reviewer considered this to be necessary in order to take a decision about relevance.

## File Relevance Markings

55. Reviewers were asked to assign one of the following types of marking to the files assigned to them for review:

- relevant
- not relevant
- not sure
- technical.

56. Files were marked 'technical' in circumstances where it was (for reasons associated with search system performance) not possible for the reviewer to assess whether or not the file was relevant (for example, because the file could not be downloaded in a native application).

## Second Review Process

57. Files marked 'technical' were subject to a second review process undertaken by senior reviewers. Where necessary, this involved a representative from the Home Office's technical directorate, who offered assistance to resolve file access and other technical issues.

58. All files marked 'relevant' or 'not sure' were also subject to a second review process undertaken by a senior reviewer who (in conjunction with the review lead, where the senior reviewer considered this necessary) determined whether the file was of relevance to the internal review.

59. Files which the senior reviewer did not consider to contain information falling within the original parameters of the search (described at paragraph 50) were reassigned as 'not relevant'.

60. All remaining files were then discussed with the lead reviewer who made decisions as to which information should be referenced in the final report accordingly.

## Quality Assurance

61. Sample review markings were randomly checked by senior reviewers to provide additional assurance that appropriate file markings were being assigned by the review team.

## Additional searches across files containing one or more search terms

62. Reviewers had access to the complete pool of files containing one or more hit against the applied search terms (see Table 1 and Table 2). As a precautionary measure, once the results of the review process had been assessed, some additional searches were conducted across the entire pool of files containing one or more search terms to ensure that all relevant material was identified.
63. These additional search terms were informed by the nature of material found. Search terms relating to the names of senior police and HMIC officials were also deployed as a further means of ascertaining whether or not any of the relevant material identified had been referred to other agencies.
64. Additional search terms deployed are set out in the table below.

<b>Additional Search Terms</b>
Child sexual abuse or exploitation phrases appearing with Rotherham search where not a spreadsheet or a database Content: (((sex* w/1 (abus* OR exploit*)) w/3 Child*) AND rotherham~0.7)
Properties: "[REDACTED]" Content: "[REDACTED]" Content: "[REDACTED]"
Content: "coerced into prostitution"
Content "coerced into prostitution" AND "level three"
Properties: "[REDACTED]"
Content: "incredibly when she telephoned again she was told that if she was causing a public disturbance"
Content: "Letter re child sexual abuse"
Content: "Hilary Willmer" "Hillary Willmer" "Hilary Wilmer" "Hillary Wilmer"
Content: "Briefing note on CROP" OR "CROP is making significant progress"
Content: "PROS/YH/02" OR "YH02"
Content "CROP" AND "Kevin Baron" OR "CROP" AND "Kevin Barron"
Content: "Many thanks for your kind letter in response to the CROP conference report"
Content: "8 December 2003" AND "CROP"
Content: [REDACTED] Properties: [REDACTED]
Content: (" [REDACTED]" OR "[REDACTED]") AND "CROP"

<p>Content: "██████" AND "Report on the further work of the pilot not contained in other documentation"</p> <p>Content: "██████" AND "information for evaluation team"</p> <p>Kind: (email OR document) AND ("██████" AND "training")</p> <p>Content: "██████" AND "████████████████████"</p> <p>Content: "██████" AND "████████████████████"</p>
<p>Mike Hedges search (not spreadsheets or databases), content and properties: ((constable or cc) w/2 hedges) or ((mike or Michael or m or mr) w/1 hedges)"</p>
<p>Meredydd Hughes search (not spreadsheets or databases), content and properties: ((CC or DCC) w/2 hughes) or (constable w/3 hughes) or ((Meredydd or m or med) w/1 hughes) or "Mr Hughes"</p>
<p>Martin Davies search (not spreadsheets or databases), content and properties: (DCC w/2 davies) or (constable w/3 davies) or ((martin or m) w/1 davies) or "Mr Davies"</p>
<p>Ian Daines search (not spreadsheets or databases), content and properties: (constable w/3 daines) or (acc w/1 daines) or ((Ian or I) w/1 Daines) or "mr daines"</p>
<p>Steve Chamberlain search (not spreadsheets or databases), content and properties: (constable w/3 chamberlain) or (acc w/2 chamberlain) or ((steve or steven or stephen or s) w/1 chamberlain) or "mr chamberlain"</p>
<p>Inspector Billings search (not spreadsheets or databases), content and properties: ((DI or insp*) w/2 billings) or (o* w/1 billings) or "mr billings"</p>
<p>Inspector Barber search (not spreadsheets or databases), content and properties: ((DI or insp*) w/2 barber) or ((rachel or r) w/1 barber) or "ms barber" or "mrs barber" or "miss barber"</p>
<p>Inspector Charles search (not spreadsheets or databases), content and properties: ((inspector or CI or DCI) w/2 charles) or (d* w/1 charles) or "mr charles"</p>
<p>Peter Horner search, content and properties: ((inspector or DI) w/2 horner) or ((pete or peter) w/1 horner) or "mr horner"</p>
<p>Christine Burbeary search (not spreadsheets or databases), content and properties: ((superintendent or supt or CS or super) w/2 burbeary) or ((christine or chris or c) w/1 burbeary) or "ms burbeary" or "miss burbeary" or "mrs burbeary"</p>
<p>Tim Brain search (not spreadsheets or databases), content and properties: ((constable or cc) w/2 brain) or ((tim or timothy or t) w/1 brain) or "mr brain" or (Lead w/2 prostitution)"</p>
<p>Terence Grange search, content and properties: ((constable or cc) w/2 grange) or ((terry or terence or t) w/1 grange) or "mr grange" or (lead w/2 child protection)</p>
<p>Keith Povey search (not spreadsheets or databases), content and properties: (inspector w/3 povey) or ((HMCI or HMICIC) w/2 povey) or "keith povey" or "sir povey" or "sir keith"</p>
<p>Graham Hopper search (not spreadsheets or databases), content and properties: ((superintendent or supt or super) w/2 hopper) or ((graham or g) w/1 hopper) or "mr hopper"</p>



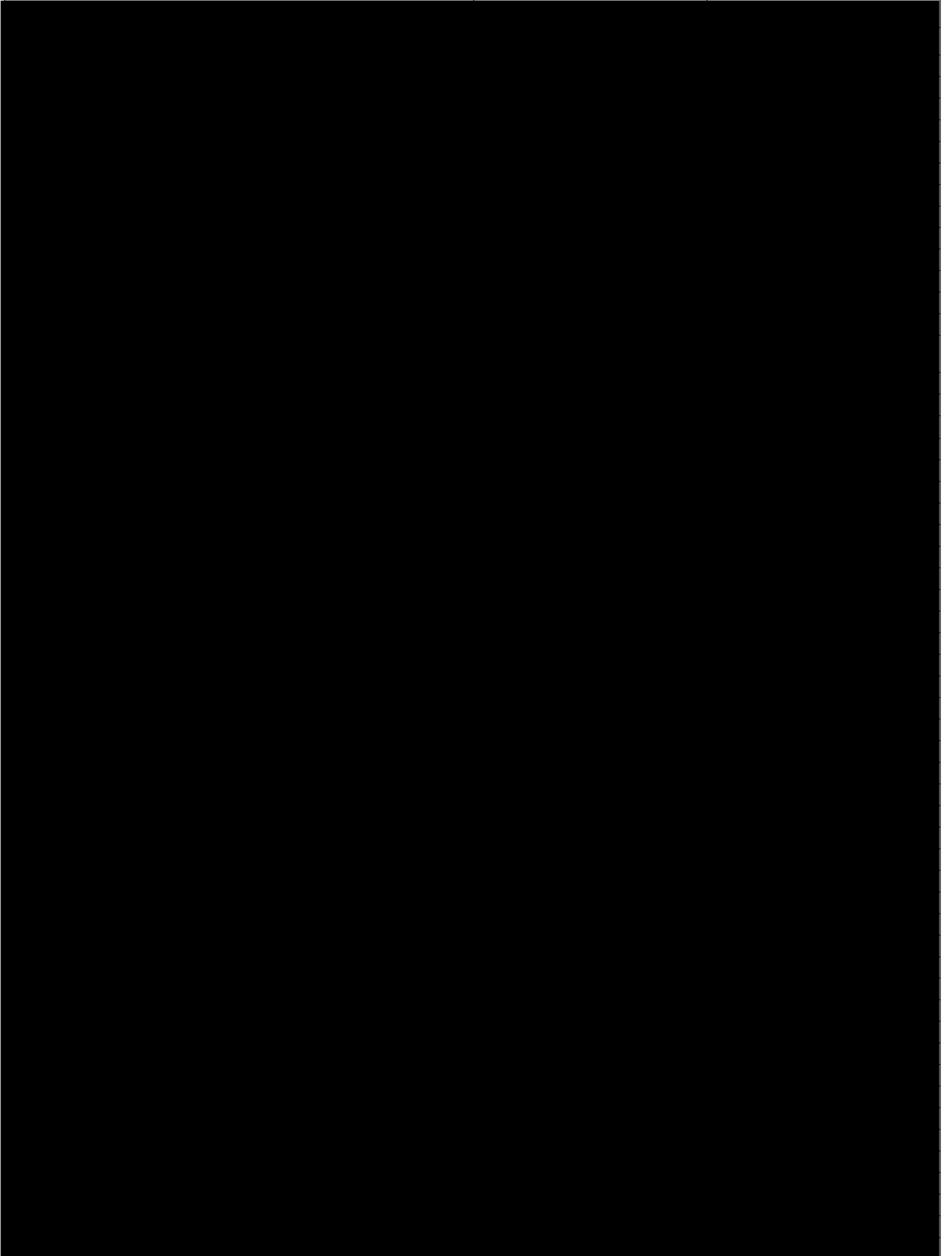
Ian Quinton search (not spreadsheets or databases), content and properties:  
((superintendent or supt or cs or super) w/2 quinton) or ((ian or i) w/1 quinton) or "mr quinton"

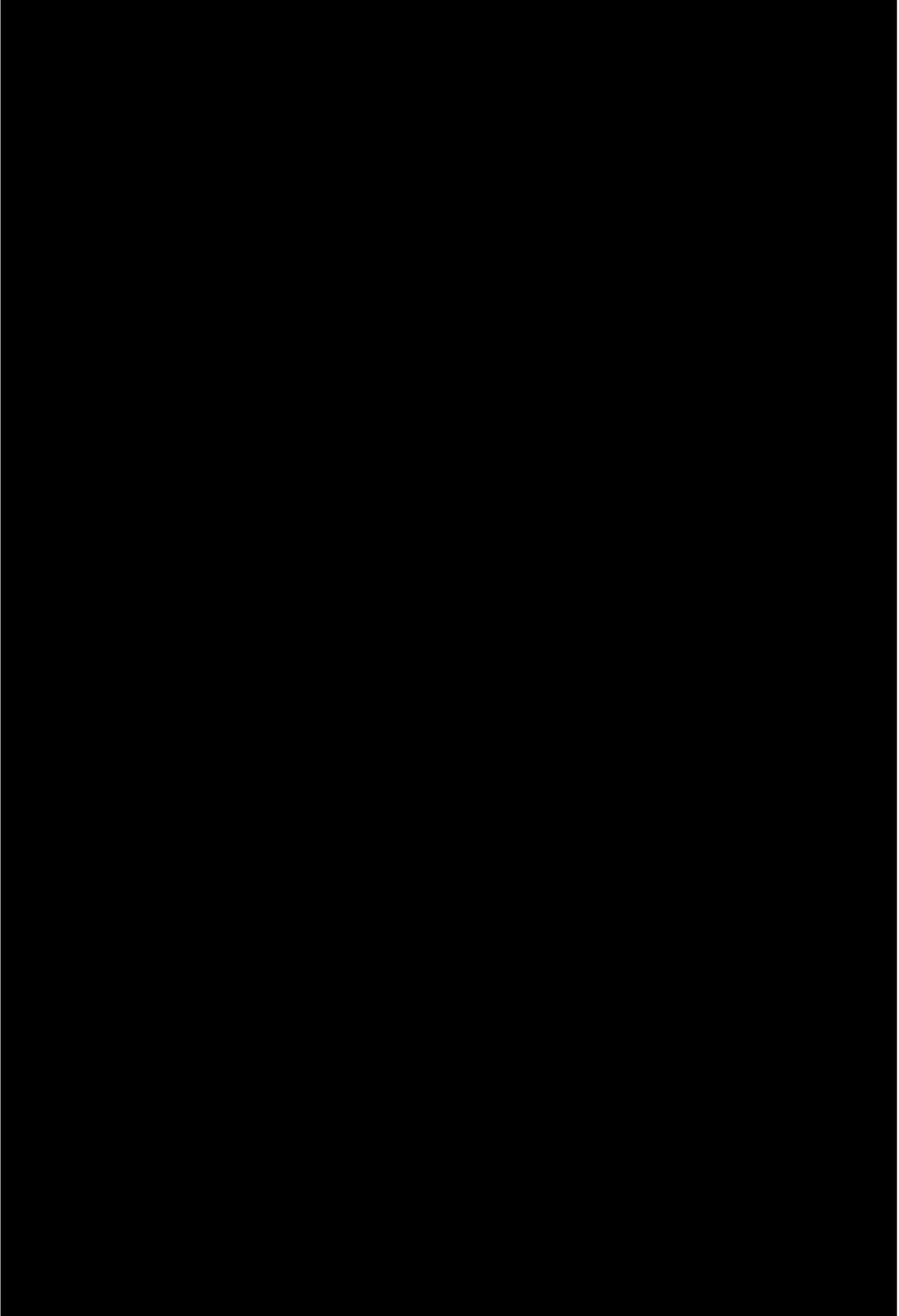
David Crompton search (not spreadsheets or databases), content and properties:  
((inspector or HMI) w/2 crompton) or ((dave or david or d) w/1 crompton) or "mr crompton"

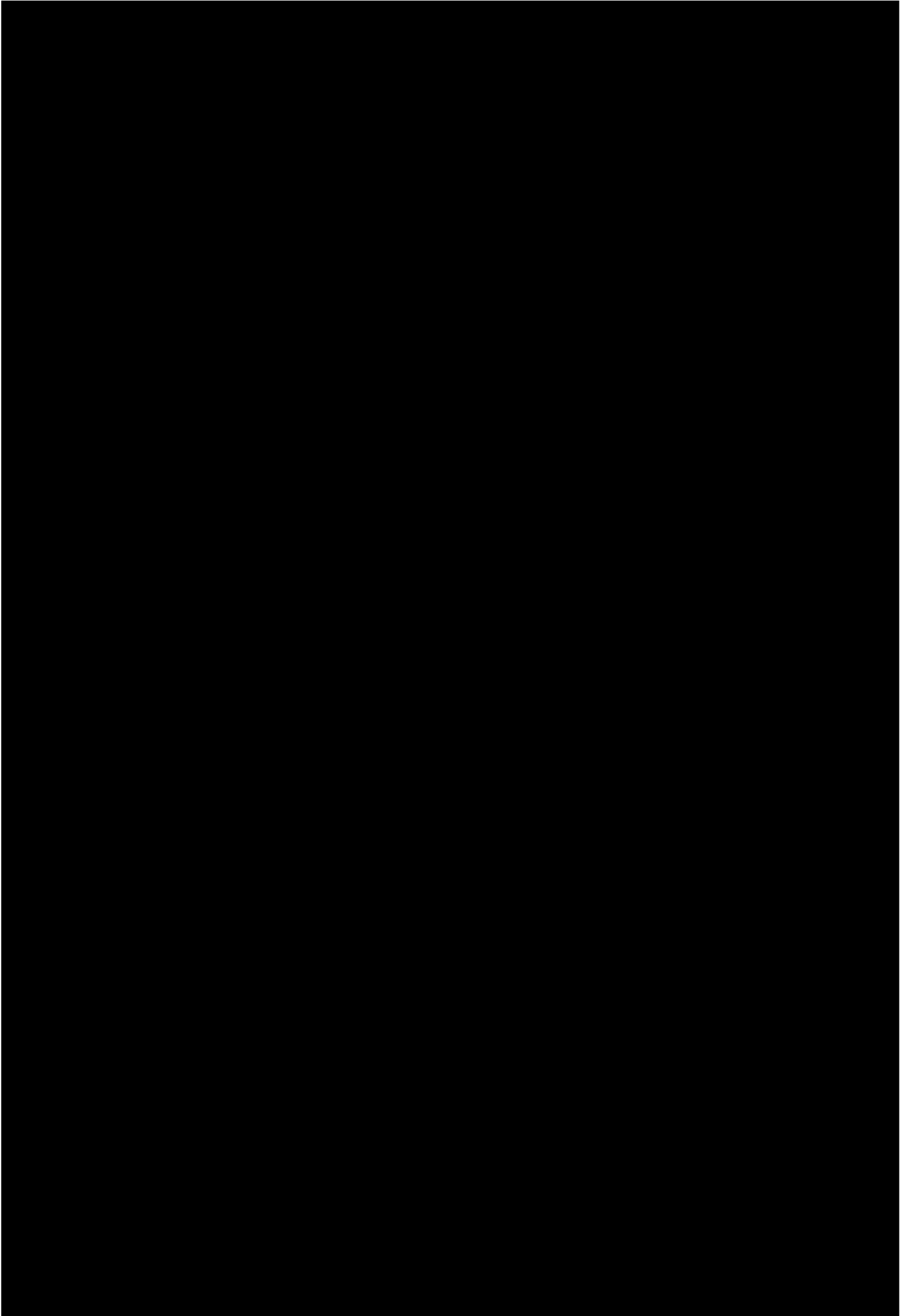
Ken Williams search (not spreadsheets or databases), content and properties:  
((inspector or HMI) w/1 williams) or ((ken or kenneth or k) w/1 williams) or "mr williams"

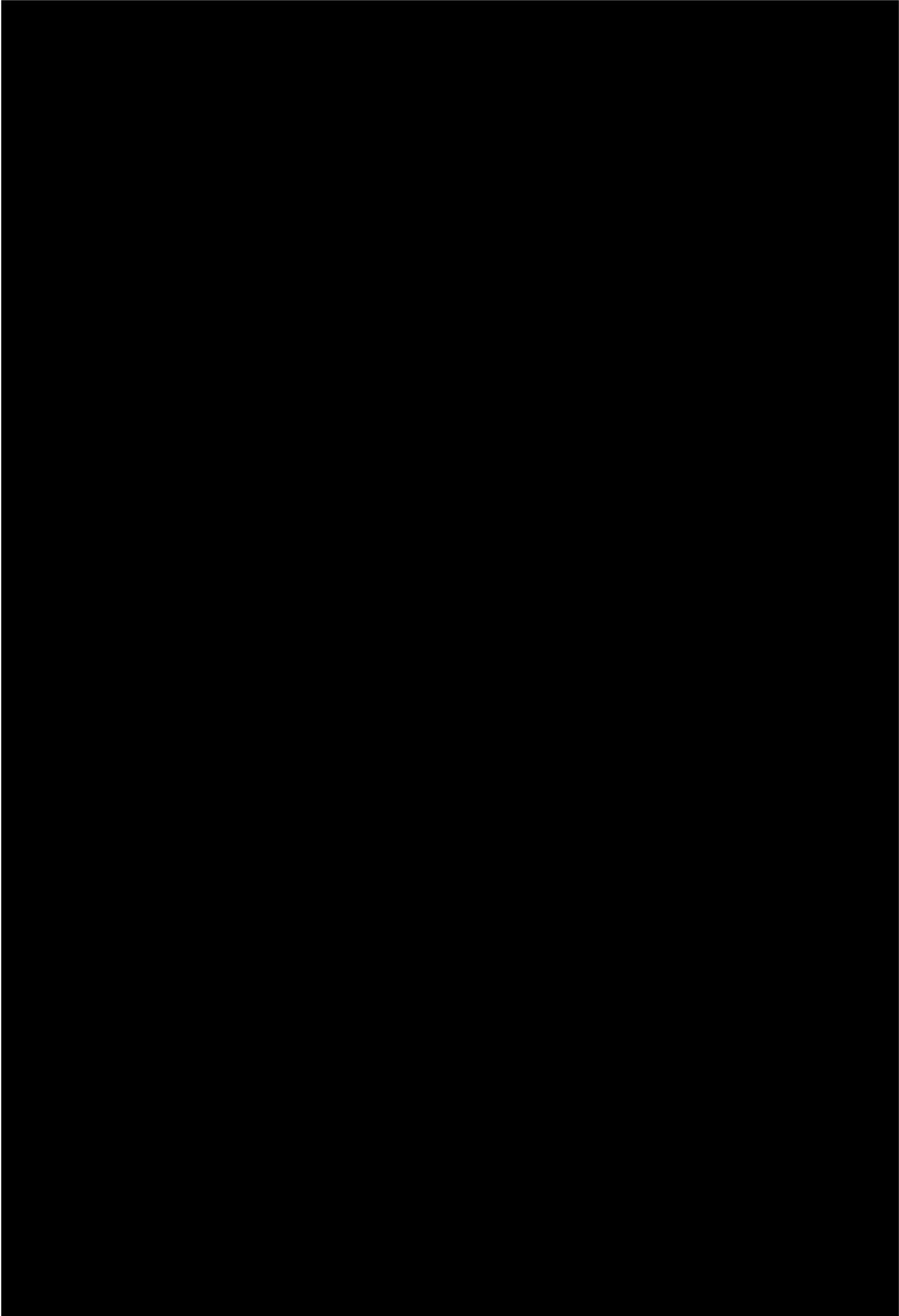
# Appendix I

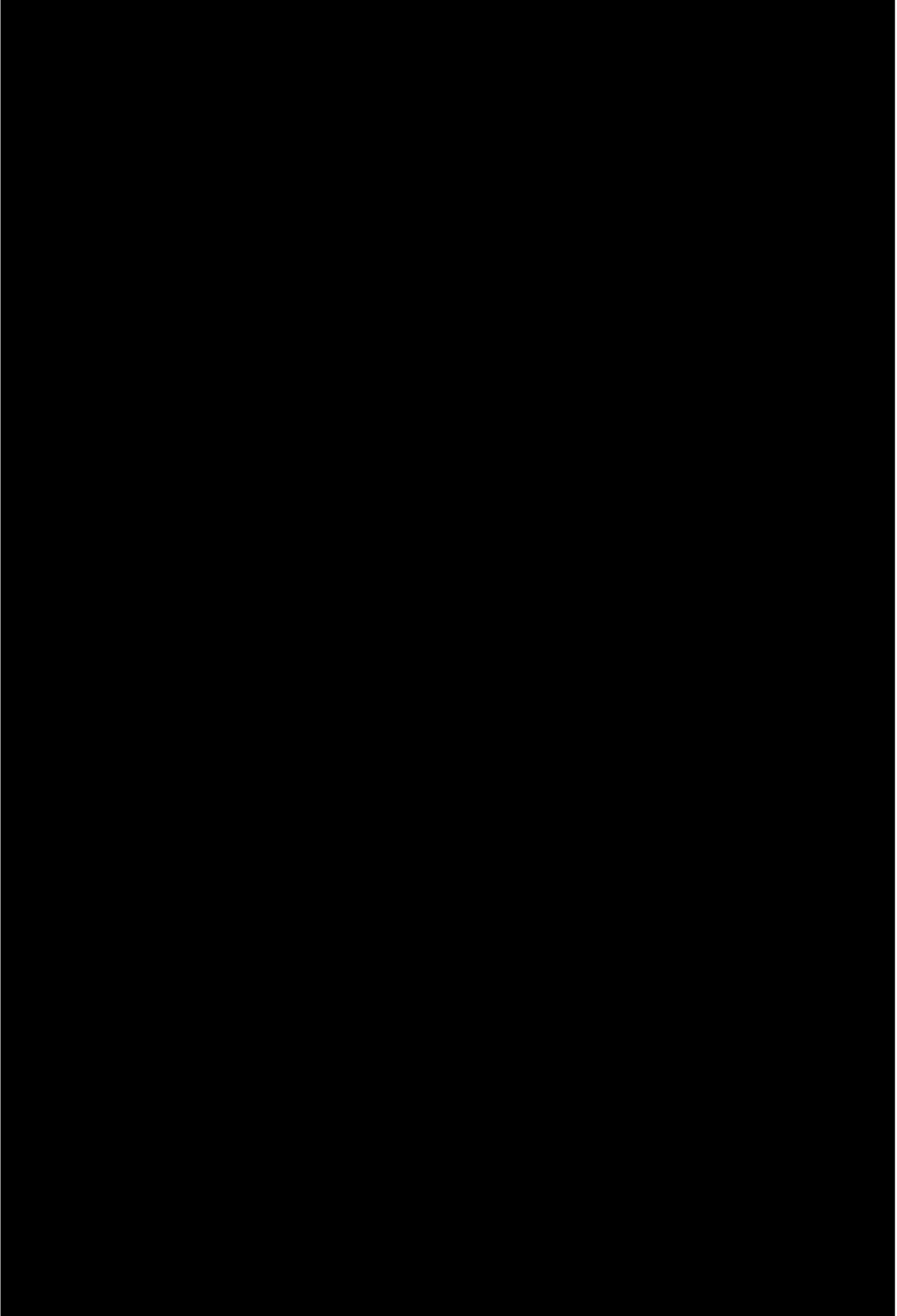
## List of Folders Searched (file path information redacted)

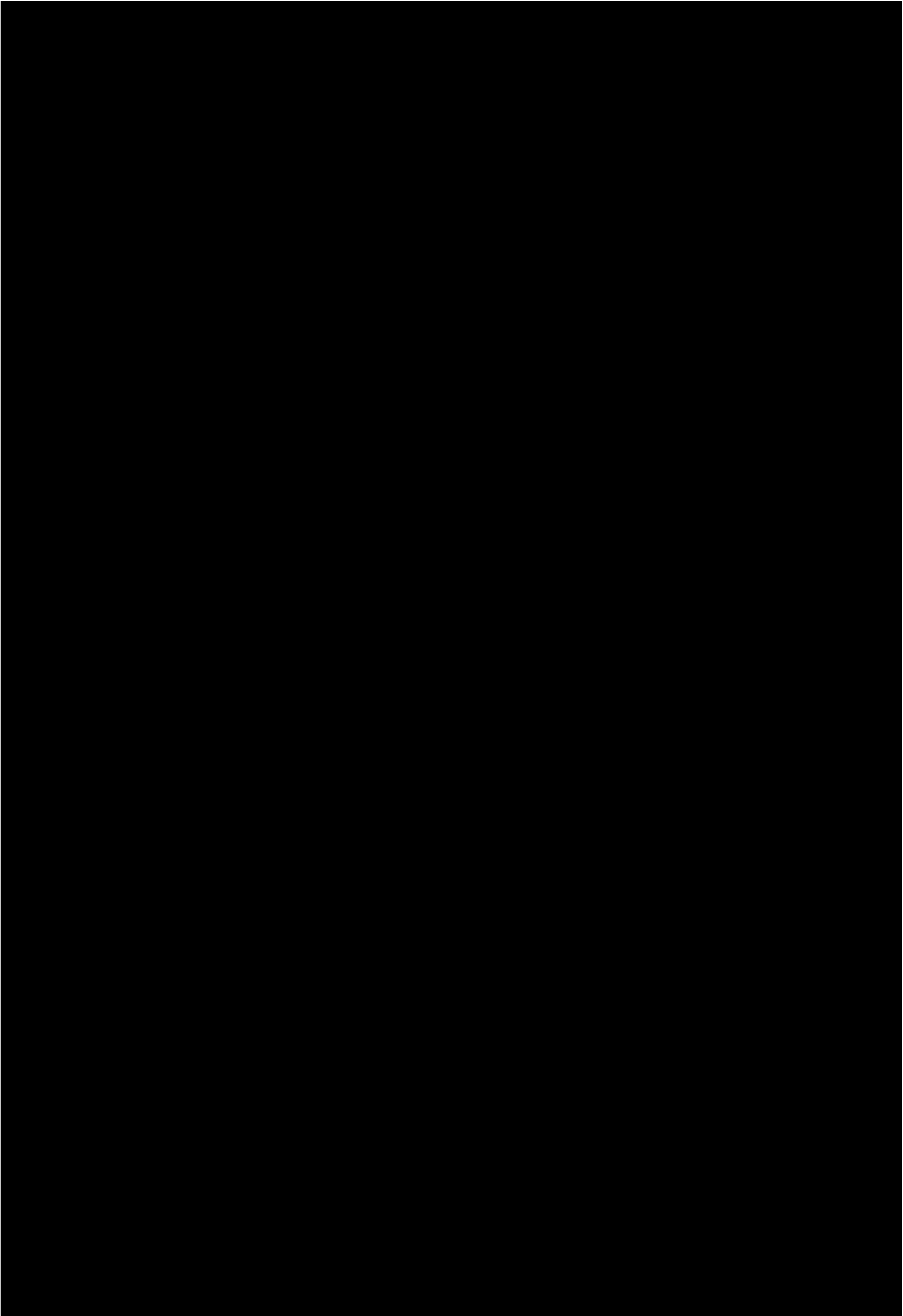


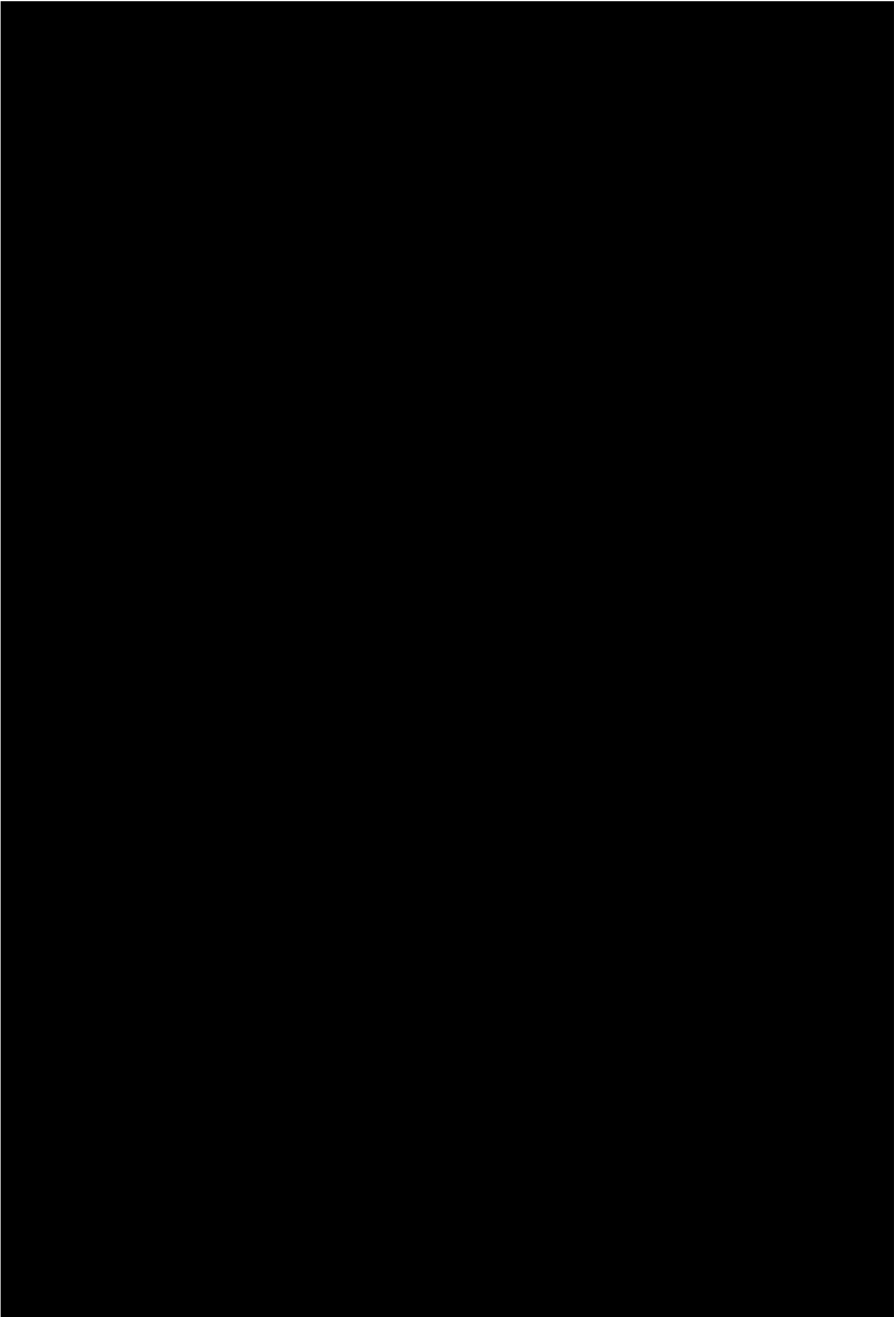




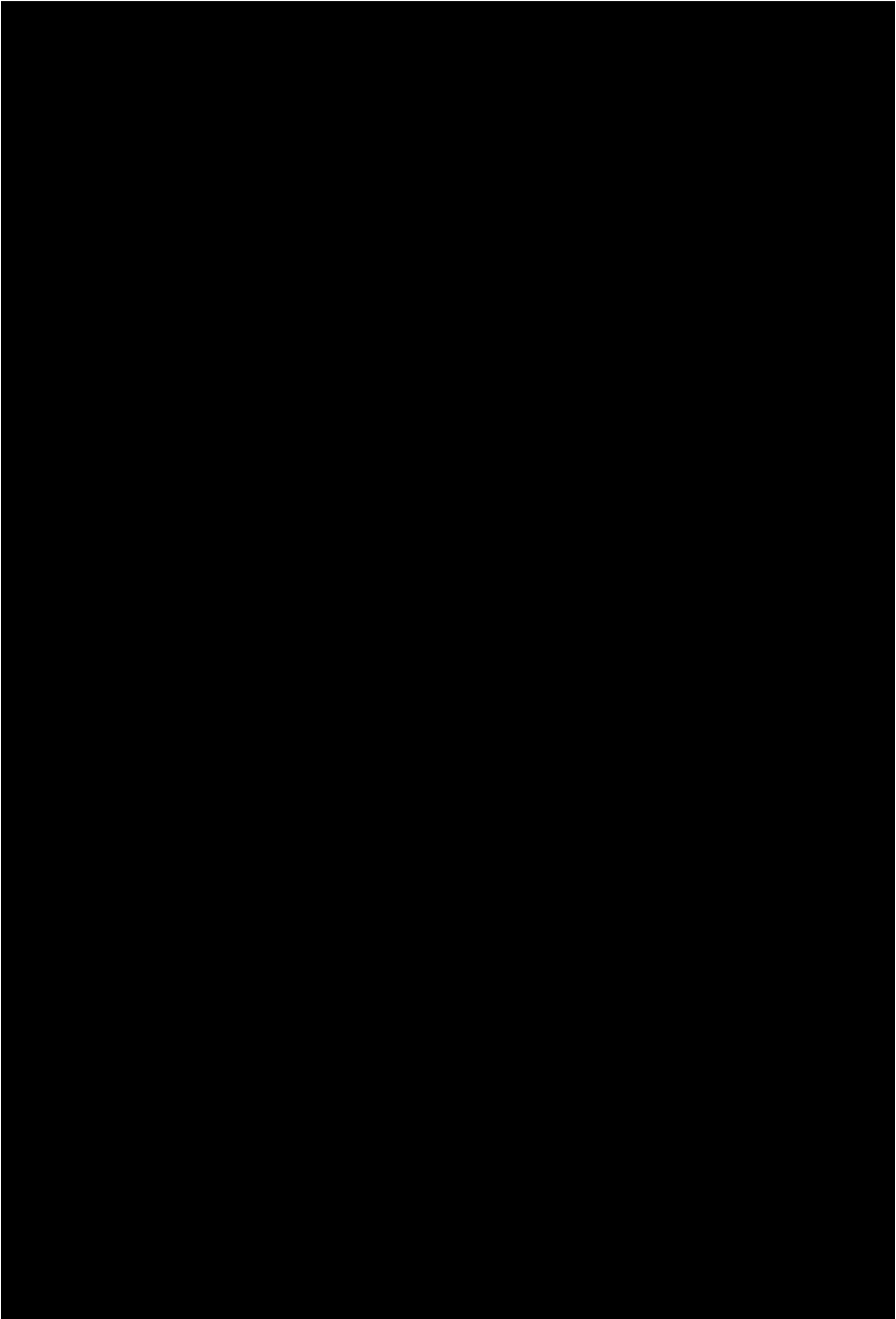














A number of CDs were also indexed.

# Appendix II: 'Evidence Processing' Index Settings

## Data Processing Settings

### Evidence Processing Settings



Data Processing Settings | MIME Type Settings | Parallel Processing Settings | Decryption Keys

Perform item identification  Calculate processing size up-front

Traversal: Full traversal



#### Evidence Settings

- Reuse evidence stores
- Calculate audited size
- Store binary of data items

Maximum binary size: 250 MB ↕

#### Deleted File Recovery & Forensic Settings

- Recover deleted files from disk images
- Extract end-of-file slack space from disk images
- Smart process Microsoft Registry files
- Extract from mailbox slack space
- Carve file system unallocated space

#### Family Text Settings

- Create family search fields for top level items
- Hide immaterial items (text rolled up to parent)

#### Text Indexing Settings

- Analysis language: English ▾
- Use stop words
  - Use stemming
  - Enable exact queries

#### Item Content Settings

- Process text
- Enable near-duplicates
- Enable text summarisation

#### Named Entity Settings

- Extract named entities from text
- Extract named entities from properties

Include text stripped items

#### Image Settings

- Generate thumbnails for image data
- Perform image colour and skin-tone analysis

#### Digest Settings

Digests to compute:

- MD5
- SHA-1
- SHA-256
- SSDeep

Maximum digest size: 250 MB ↕

#### Email Digest Settings

- Include Bcc
- Include Item Date

OK

Cancel

# MIME Type Settings

## Evidence Processing Settings



Data Processing Settings   MIME Type Settings   Parallel Processing Settings   Decryption Keys

Select the MIME types to process below:

Reset to defaults

MIME type	Enabled	Descendants	Text Mode	Images	Entities	Store binary
- MIME Type Settings	<input type="checkbox"/>	<input type="checkbox"/>	Mixed			
+ Email	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Process Text			
+ Calendar	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Process Text			
+ Contacts	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Process Text			
+ Documents	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Process Text			
+ Spreadsheets	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Process Text			
+ Presentations	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Process Text			
+ Drawings	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Process Text			
+ Other Documents	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Process Text			
+ Images	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Process Text			
+ Multimedia	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Process Text			
+ Databases	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Mixed			
+ Containers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Mixed			
+ System Files	<input type="checkbox"/>	<input type="checkbox"/>	No Proces...			
+ No Data	<input type="checkbox"/>	<input type="checkbox"/>	No Proces...			
- Unrecognised	<input type="checkbox"/>	<input type="checkbox"/>	Process Text			
↳ Extensible Markup	<input type="checkbox"/>	<input type="checkbox"/>	No Proces...			
↳ Microsoft OLE2 File	<input type="checkbox"/>	<input type="checkbox"/>	No Proces...			
↳ Plain Text	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Process Text			
↳ Unknown Binary F	<input type="checkbox"/>	<input type="checkbox"/>	No Proces...			
+ Logs	<input type="checkbox"/>	<input type="checkbox"/>	No Proces...			

OK

Cancel

# Appendix III: Digital Search System Sample Summary Information

The screenshot displays the Nuix Web Review interface. At the top, the browser address bar shows the URL: `sdccmac005.poise.homeoffice.local:8380/nuix-wr/#search/8fdf40500071432c908737db5beb29b73/57`. The page title is "Review Case3\_SB: ADAS IVC EOI CVs.doc: Viewed 9 of 436 Total Items in Case".

Navigation and status elements include a "Grid" icon, a search icon, and a status bar indicating "345" items and "436" total items. A "Show All" link is visible.

The document details are as follows:

- Name:** ADAS IVC EOI CVs.doc
- Path Name:** Show All
- File Type:** Microsoft Word Document
- GUID:** 529b7106-a64e-455c-a300-08e44ef3ca3

Below the details is a large black redacted area. To the right, there are "Comments" and "Near Duplicates" sections. A "Review" section contains radio buttons for "Relevant", "Not relevant", and "Not sure".

At the bottom right, there are "Save" and "Save and Next" buttons. Below these are "Item Metadata" fields: Name, Path Name, File Type, GUID, Item Date, and Owner. A large black redacted area covers the content of these fields.

At the very bottom, a footer contains the following information:

- Recent work experience
- Date: Details:
- Engine Version: 6.2.6
- Web Review Version: 5.2.6.4
- Copyright © 2002-2015 Nuix Pty. Ltd. All rights reserved.



## **Annex C**

Personal Records Search





# Annex C: Personal Records Search Process

1. This paper sets out the search methodology that was developed to govern the process of searching records held either in email accounts or on a personal storage area by any current member of staff identified as likely to have had significant involvement with the Crime Reduction Programme and/or the Rotherham research project. It also sets out the findings from the search of personal records.

## Search Methodology

### Scope of Search

2. Search of personal records was confined to the individual's email account and personal storage area (G: drive). Material saved to other relevant locations could be expected to be captured by the generic digital search.

### Initial Contact with the Holder of Personal Records subject to Search

3. In accordance with best-practice advice provided by Home Office human resources directorate, where contactable, any relevant member of staff would be contacted on the day of the search to advise them that the search would be taking place.
4. In accordance with advice from Home Office technology directorate, the member of staff was where possible asked to log-off from their Home Office technology user account so that search activities could take place as quickly as possible.
5. In the event of a relevant member of staff not being contactable, copying of personal email account and G: drive proceeded. The member of staff was advised of the search once contactable again.

### Copying 'Snapshotting' of Email Accounts and G: Drive

6. A record of the contents of outlook and G: drive files ('a snapshot') was taken. This avoids any possibility of files being subject to amendment following the point at which the search commences.
7. Since a copy of data was taken, this also allowed for any subsequent refinement of search terms proving necessary.
8. The holder of personal records was, where possible, contacted to advise of a copy having been successfully taken.

### Search Terms

9. G: drive data was searched using the department's standard digital search capability. Standard digital search terms were deployed. These are set out at Appendix I.
10. In accordance with advice from Home Office technology directorate, search of email account data was conducted using native email account search functionality.

11. A refined list of the most significant search terms relating to the Rotherham research project capable of being used with this search capability was therefore developed. These terms are also detailed at Appendix I. In the event of the results of any search suggesting material of relevance could be held in the locations searched, it was agreed that further consideration would be given to whether an expansion of search terms was required.

### **File Review Criteria**

12. It was agreed that file review criteria would be developed and approved once the extent of files returned through any given personal record search was known<sup>1</sup>.

### **Contact with the Holder of Personal Records on Conclusion of Search Work**

13. On confirmation from the internal review team that search work had concluded, any holder of personal records was contacted to advise them that search work was complete and to thank them for their assistance.

---

<sup>1</sup> In the event, all files returned by the search terms as detailed in this document were reviewed in accordance with the review procedure detailed at Annex B.

## Personal Records Search Results

14. One email account and G: drive were identified for search.

### Email Account Search

15. Fourteen files were returned against the search terms, with details as follows:

Search Term Group	Number of Files returned
Professor Jalna Hanmer	0
"Key Achievements of the Home Office pilot"	0
██████████	1
██████████	0
██████████	0
Risky Business	0
Professor Margaret Melrose	13 documents returned (apparently including a series of duplicates).

16. The single return under the '██████████' search term group related to a file including a reference to an unrelated ██████████.

17. Thirteen files (including apparent duplicates) were returned under the 'Professor Melrose' search term group. Three of these referenced the term 'Melrose' as part of an address. 10 referenced the term 'Melrose' as part of the email address of an unrelated individual.

18. In conclusion, no relevant material was located as a result of the search of the email account.

### G: Drive Search

19. Previously agreed standard search terms (Annex B) were applied to the search of the personal drive.

20. 227 results were returned (following de-duplication of results).

21. Since the number of files returned against the search terms was relatively small, all files were reviewed for relevance. Nothing of relevance was found.

# Appendix I

## Search Terms – G: Drive

22. Technical search script associated with the G: drive search is detailed below.

```

    "query": "from:rotherham.gsi.gov.uk OR from:luton.ac.uk OR
from:rotherham.gov.uk"
  },
  {
    "tag": "Refined|Rotherham",
    "query": "content:(rotherham~0.7 or rham) "
  },
  {
    "tag": "Refined|Risky Business",
    "query": "content:\"risky business\""
  },
  {
    "tag": "Refined|Crime Reduction Programme/CRP",
    "query": "content:((crime AND reduc*) OR crp) "
  },
  {
    "tag": "Refined|Prostitution",
    "query": "content:(prostitut* OR prstttn) "
  },
  {
    "tag": "Refined|University of Luton",
    "query": "content:(uni* AND luton) "
  },
  {
    "tag": "Refined|Coalition for the Removal of Pimping",
    "query": "content:((coalition AND removal AND pimping) OR pimp
or pimps or pimped or pimping) "
  },
  {
    "tag": "Refined|CROP",
    "query": "content:(\"crop\" or \"c r o p\") "
  },
  {
    "tag": "Refined|David Barrett",
    "query": "content:((barrett or barret) w/1 (d or dav*)) "
  },
  {
    "tag": "Refined|████████████████████",
    "query": "content:((████████████████████ w/1 ██████████) or (████████████████████ w/1 ██████████)) "
  },
  {
    "tag": "Refined|████████████████████",
    "query": "content:(████████████████████ w/1 ██████████) "
  },
  {
    "tag": "Refined|████████████████████",
    "query": "content:(████████████████████ w/1 (████████████████████ or ██████████)) "
  },
  {

```

```

"tag": "Refined|██████████",
"query": "content:(██████████ w/1 ██████████) or (██████████ w/1 ██████████)"
},
{
"tag": "Refined|Professor Margaret Melrose",
"query": "content:((melrose w/1 (m or margaret)))"
},
{
"tag": "Refined|██████████ ██████████",
"query": "content:(██████████~0.8 w/1 ( a OR ██████████ ))"(former researcher)
},
{
"tag": "Refined|██████████ ██████████",
"query": "content:(██████████ w/1 ██████████)"
},
{
"tag": "Refined|██████████ ██████████",
"query": "content:(██████████ w/1 ██████████)"
},
{
"tag": "Refined|██████████ ██████████",
"query": "content:(██████████ w/1 (██████████ or ██████████*))"
},
{
"tag": "Refined|Government Office for Yorkshire and Humberside",
"query": "content:((\"goyh\" OR \"government office york*
humber*\"~6 ) OR ( yorkshire w/3 humber* ))"
},
{
"tag": "Refined|Di Billiups",
"query": "content:(billups w/1 di*)"
},
{
"tag": "Refined|██████████ ██████████",
"query": "content:(██████████ w/1 ██████████)"
},
{
"tag": "Refined|Brodhurst Brown",
"query": "content:(\"Brodhurst Brown\" OR \"brodhurst brown\")"
},
{
"tag": "Refined|██████████ ██████████",
"query": "content:(██████████ w/1 ██████████*)"
},
{
"tag": "Refined|██████████ ██████████",
"query": "content:(██████████~0.7 w/1 (██████████ or ██████████))"
},
{
"tag": "Refined|██████████ ██████████",
"query": "content:(██████████ w/1 (██████████ or ██████████))"
},
{
"tag": "Refined|Prostitution-TP",

```

```

    "query": "content:tp and -content:plan and
tag:\\"Refined|Rotherham\\"
  },
  {
    "tag": "Refined|Risky Business-RB",
    "query": "content:rb and (tag:\\"Refined|Rotherham\\" OR
tag:\\"Refined|Crime Reduction Programme/CRP\\") and kind:(document or
spreadsheet)"

"tag": "Refined1|Key Achievements"
"query": content:"key achievements of the home office pilot"

"tag": "Refined1|Jalna Hanmer"
"query": content:((hanmer~0.8) w/1 (j OR ja* OR prof*))

"tag": "Refined1|████████████████████"
"query": content:((████████████████████~0.8) w/1 (████████ OR ██████████))

```

## Search Terms – Email Account

23. Search terms used in the search of email accounts are detailed below.

### i. Search Term Group 1

#### Professor Jalna Hanmer

“Jalna” AND “Hanmer”

“Jalna Hammer”

“Janlna Hamner”

“J Hanmer”

“Professor Hanmer”

“Ms Hanmer”

“Miss Hanmer”

“Mrs Hanmer”

*Note: With a view to limiting false positives, neither “Jalna” nor “Hanmer” were searched for as single terms. It is likely that if a document contained a surname on its own, this would be preceded by a title. In view of the information suggesting that Professor Hanmer may have contacted the Home Office to discuss concerns relating to Rotherham, common misspellings are also included in this case.*

### ii. Search Term Group 2

#### Extract from ██████████’s written evidence to the Home Affairs Select Committee: ‘Chapter Four: Key Achievements of the Home Office Pilot’.

“Key Achievements of the Home Office Pilot”

*Note: on the grounds that the search scope is relatively small, searching only for a fragment of the phrase ‘Chapter Four: Key Achievements of the Home Office Pilot’ was considered most appropriate as it isn’t likely to return hundreds of false positives.*

### iii. Search Term Group 3

██████████ (Former researcher)

“██████████”  
 “██████████”  
 “██████████”  
 “██████████”  
 “██████████”

“██████████”  
 “██████████”  
 “██████████”  
 “██████████”  
 “██████████”

“██████████”  
 “██████████”  
 “██████████”  
 “██████████”  
 “██████████”

*Note: Again with a view to limiting false positives, “██████████” and “██████████” were not searched for as single terms. It is likely that if a document contained a surname on its own, this would be preceded by a title. In view of the importance of the name ██████████ to the Rotherham searches, the most likely misspellings have been included.*

### iv. Search Term Group 4

██████████

“██████████”  
 “██████████ AND ██████████”  
 “██████████”  
 “██████████”  
 “██████████”  
 “██████████”

*Note: Again with a view to limiting false positives, “██████████” and “██████████” were not searched for as single terms. It is likely that if a relevant document were to contain a surname on its own, this would be preceded by a title. Although a Home Office official, so any relevant document is likely to include another search term, ██████████ is relatively uncommon, hence it is considered appropriate to include surname plus title in the search term list as is not, for example, the case with ██████████ (see below).*

**v. Search Term Group 5**

██████████

“██████████”

“██████████” AND “██████████”

“██████████”

*Note: As a Home Office official, it is likely that any relevant material containing the name ██████████ would include one or more of the other search terms on this list. Therefore the more limited “██████████” AND “██████████” was deployed in place of the search for surname with title only searches that feature in relation to other search terms.*

**vi. Search Term Group 6  
Risky Business**

“Risky Business”

*Note: an exact match search term was used on the basis that any splitting of the phrase would result in an excessive number of false returns.*

**vii. Search Term Group 7  
Professor Margaret Melrose**

“Margaret” AND “Melrose”

“Professor Melrose”

“Ms Melrose”

“Miss Melrose”

“Mrs Melrose”

“M Melrose”

*Note: Again with a view to limiting false positives, “Margaret” and “Melrose” were not searched for as single terms. It is likely that if a relevant document were to contain a surname on its own, this would be preceded by a title.*



## **Annex D**

Letter from the Home Office to other Government Departments





Crime and Policing Group  
3rd Floor Peel  
2 Marsham Street  
London  
SW1P 4DF

T [REDACTED]  
[www.homeoffice.gov.uk](http://www.homeoffice.gov.uk)

DfE [Tom Jeffrey and Graham Archer]  
CLG [Helen Edwards, Rosie Seymour and Sarah Benioff]  
DH [Jon Rouse]  
MOJ [Antonia Romeo]

3 September 2014

OFFICIAL SENSITIVE

Dear Colleagues

## **ROTHERHAM REPORT**

I am writing, as promised, following our meeting on 29 August at which we discussed the implications of the Rotherham report for our response to Child Sexual Exploitation. Thank you for your teams' work over the subsequent weekend so that we had a strong response to the Urgent Question in the House yesterday.

We agreed at our meeting that it was a priority for the Government to ascertain exactly what information, if any, was passed to central Government about the risks children were exposed to in Rotherham during the period to which Professor Jay's report refers.

In the Home Office, we are particularly focussed on the research about Rotherham that formed part of a wider Home Office funded research programme into street prostitution, which is referenced in Professor Jay's report and has featured in subsequent media coverage. You will have your own priorities for searches. Nonetheless, I undertook to share our search terms with you and I would be most grateful if you could let me know if your searches identify any reference to the Home Office linked research.

We have posed ourselves the following questions:

- Did the Home Office receive a copy of the researcher's detailed case study notes either direct from the researcher, or via the University of Luton who were the evaluation team commissioned by the Home Office?
- Did the Home Office receive a copy of the draft report relating to Rotherham from the University of Luton (what we believe to be referred to as 'Chapter 4' in the Jay report)?
- Did the researcher inform Home Office officials and/or the evaluator of her concerns?
- If so, what was done with this information and were relevant authorities informed?
- On what information did the Home Office base its decision not to continue funding for the second year?

- If the Department did receive this information, but it has now been destroyed, was that in line with applicable retention policies at the time?

We are undertaking our searches using the following terms:

- Rotherham
- Crime Reduction Programme
- University of Luton
- Prostitution
- Risky Business
- Coalition for Removal of Pimping
- CROP

The following names of University of Luton researchers and Home Office staff may also assist:

- [REDACTED]
- David Barrett
- Margaret Melrose
- [REDACTED]
- [REDACTED]

In the Home Office, we are searching for files relating to the period 1998 to 2005; this is the period from which the Crime Reduction Programme was commissioned to the year after we received the final report. We will then sift through those results with the aim of determining what information we had and what action we took with that information.

We should be happy to coordinate the results of this cross government work if that would be helpful. In the Home Office we will need to respond quickly, particularly given the Home Affairs Select Committee's interest. But I think we should report on the wider cross government position to one of the meetings of our SoS, currently being scheduled. Could you send through the results of your searches to [REDACTED] and [REDACTED] by close of play on Friday 19 September? Please get in touch if you have any issues with this deadline.

As you will have seen, the Home Secretary in the House yesterday announced that we have separately commissioned Peter Wanless and Richard Whittam QC to review our conclusions once we have completed the investigation of Home Office files to ensure our work is suitably robust.

Where the search identifies papers from a previous Administration, could I remind you to get in touch with Sue Gray in the Cabinet Office to discuss handling.

Finally, I believe there is benefit from us meeting again. Our offices have been in contact and organised a follow-up meeting on Monday.

Yours sincerely



**Mary Calam**  
**Director General**

Cc: Mark Sedwill, John O'Brien, [REDACTED] and [REDACTED] (all Home Office); Sue Gray (CO) and [REDACTED] (No10)

