

From: Sandy White-O
Sent: Mon, 22 Dec 2008 11:20:13 +1100
To: Richards-O
Subject: FW: SDU Files
Attachments: 081216-Deactivated-No Issues.xls, 081216-Currently Active files.xls, 081216-Deactivated with ISSUES.xls

Sandy Wh

Here is a list from ^{Ms Lane} re our outstanding files. I have supplied her all the material re the completed deactivated files. The next most important is the second category as below, incomplete deactivations. You will find some of the required ICR's in my directory no doubt. If you could identify the missing ones and get the guys to finish them, that would be a great help.

From: Ms Lane **On Behalf Of** HUMAN SOURCE MANAGEMENT-OIC
Sent: Tuesday, 16 December 2008 8:13 PM
To: Black-O Sandy White-O
Subject: SDU Files

Sandy White

As discussed attached is a list of all your files. I've split them into three categories:-

- Deactivated files with no issues, which we discussed and for you to get us by the 5th of January, 2009 in order to put them over onto Interpose.
- Deactivated files with outstanding issues, mostly Activity Logs so we can check that we have everything then move them into the above category and we can get them on the system
- Active files with details of last contact report received. These will be the last lot on the system, when you get back from leave.

On at 7 in the morning if you want to give me a call.

Ms Lane

