

Timeline of events for David Henry Inquiry

Date	Time of email	Event
15 April 2013		David Henry Inquiry into the unauthorised disclosure of the Kitteridge report established and Terms of Reference publicly released.
30 April 2013	5.07pm	Henry Inquiry Administrator emails Parliamentary Service requesting: <ul style="list-style-type: none"> • All printing, copy and scan records for all Ministers that had access to the Kitteridge report (10 National Ministers, John Banks and Peter Dunne). • All printing, copy and scan records for senior staff in each of the 12 Minister's offices, including SPS's and Press Secretaries. • Printing, copy and scan records for three Prime Minister's Office staff members
6 May 2013	8:45am	Henry Inquiry Administrator emails Ministerial Services to advise that Parliamentary Service requires authorisation from Ministerial Services to give printing, copy and scan records.
8 May 2013	10:29am	Henry Inquiry Administrator emails Parliamentary Service with revised request, which had previously been hand delivered to Ministerial Services, asking for email logs for external emails for the 12 Ministers and their staff for the date range 22 March to 9 April. It also advises that Ministerial Services has given authorisation for that request to be processed.
	2:51pm	Henry Inquiry Administrator requests from Ministerial Services cellphone billing records for 12 Ministers and their staff as well as staff from the Prime Minister's office for 25 March to 9 April.
	4:41pm	Henry Inquiry Administrator emails Parliamentary Service to request printing and copy records for 12 Ministers and their staff and staff from Prime Minister's office.
	4:45pm	Parliamentary Service emails Ministerial Services and asks them for written confirmation from each Minister they are happy to make available information relating to staff as it believes Ministers are the employer.
	5:15pm	Ministerial Services emails Parliamentary Service to advise DIA are the employer of all Ministerial staff and all staff had signed a Code of Conduct so the Inquiry doesn't need written authorisation. However, with respect to Ministers, Parliamentary Service has asked Ministerial Services to provide authorisation for each Minister individually and please hold cellphone records for each Minister in the meantime.
10 May 2013	9:40am	Ministerial Services to Henry Inquiry Administrator – now have the Ministers' cellphone records ready.
	2:17pm	Henry Inquiry Administrator emails Andrea Vance's landline and cellphone numbers to Parliamentary Service.
14 May 2013	11:30am	Henry Inquiry Administrator to Parliamentary Service – cellphone phone logs. This is in reference to logs of Ministers and staff. In terms of authorisation granted by Ministerial Services, Henry Inquiry Administrator states he believes all individual Ministers given written approval.
16 May 2013	3:24pm	Parliamentary Service emails Henry Inquiry Administrator with external Ministers' email metadata, including Peter Dunne's.
17 May	10:22am	More attachments with Ministers' metadata regarding scans from

2013		photocopiers to 12 Ministers' email addresses.
	10:37am	Henry Inquiry Administrator emails Parliamentary Service to advise only missing is mobile phone call logs for people on the list.
	3:39pm	Parliamentary Service emails Henry Inquiry Administrator with cellphone call records files for Ministers and staff. Includes Ministerial car phones.
Monday 20 May 2013	11:41am	Henry Inquiry Administrator emails Parliamentary Service – were you able to locate remaining 10 or so phone records? On another matter, how long would it take for you to retrieve the content of emails if we requested them? If those emails were for Ministers, does that present any issues?
	1:32pm	Parliamentary Service replies to Henry Inquiry Administrator to say “it can be the same day if it is only a few or less. I believe we have the necessary approval for Ministers.”
	2:25pm	Henry Inquiry Administrator lodges formal request for all emails between Andrea Vance and Peter Dunne between 22 March and 9 April (dates provided in metadata rundown in email on 16 May at 3:24pm). Also emails between Andrea Vance and one staff member from each of Adams, Finlayson, Tolley, PM's offices.
	5:53pm	Henry Inquiry Administrator emails Parliamentary Service and requests phone records for Ministers and staff extensions for contact to and from two “numbers of interest” (Andrea Vance's landline and mobile). Also states “Please note, we do not want the call logs of the two numbers of interest. That is outside the parameters of our Inquiry.”
21 May 2013	9:55am	Parliamentary Service forwards email record request to a contractor allocated to this. Parliamentary Service then emails contractor to get idea of effort and ETA.
22 May	10:50am	Parliamentary Service contractor sends email with attachment of emails records for Dunne/Vance and email records between four Ministerial staff/Vance to Parliamentary Service at 10:50am.
	3:25pm	Parliamentary Service sends email records file for Dunne/Vance emails and emails between four staff and Andrea Vance to Inquiry at 3:25pm. At 5:12pm Parliamentary Services emails Henry Inquiry Administrator with a message to call urgently re email sent today and then sends a recall notice for email at 5:18pm. Email titled “DPMC Info Request”.
	5:16pm	At 5:16pm Parliamentary Service sends revised file with only email records between four Ministerial staff/Vance to Inquiry. Email titled: “Last part of info”
Thursday 23 May		Henry Inquiry Administrator deletes email titled “DPMC info requests” with Dunne/Vance email records from his email without opening file.
	8:34am	Henry Inquiry Administrator to Parliamentary Service re email title “last part of info” to say “as discussed we can't open .pst documents”
	9:30am	Henry Inquiry Administrator emails Parliamentary Service saying Mr Henry discussed an issue with Ministerial Services and Prime Minister's Chief of Staff but not Acting Head of Parliamentary Service. The upshot is that Acting Head of Parliamentary Service will be talking with Dunne's office with the aim of getting the Minister's permission to view the emails.
Sunday 26 May 2013	9:49pm	Parliamentary Service emails Henry Inquiry Administrator – “if you have authorisation sorted, I can send you the files.”

27 May 2013	8:18am	Henry Inquiry Administrator emails Parliamentary Service and says "Just to confirm . . . we've only got authorisation to see non-minister email, not Dunne's."
	10:45am	Henry Inquiry Administrator emails Parliamentary Service asking who to contact to access swipe card records into the building.
	2:47pm	Henry Inquiry Administrator sends formal request to Parliamentary Service for building access logs for two people for 6-8 April. Asks is this data able to be retrieved and what authorisation do you need?
28 May 2013 (5:30pm)	5:30pm	Parliamentary Service emails Henry Inquiry Administrator with two activity reports as requested for those dates. Authority to release obtained from Head of Parliamentary Service.
Wed 29 May 2013	12:35pm	Parliamentary Service emails security policy for Parliamentary precinct to Inquiry.
30 May 2013	8:37am	Parliamentary Service to Henry Inquiry Administrator attachment "DPMC infor request extracted". This is emails between four Ministerial staff and Andrea Vance in readable format.
	5:27pm	Parliamentary Service contractor sends Henry Inquiry Administrator email titled "Phone call information". It says Parliamentary Service has confirmed happy for me to provide you with the information. Could you forward request to me via email.
	5:37pm	Henry Inquiry Administrator emails Parliamentary Service asks for Minister's landline call logs and Vance's three numbers (extn, landline and cell) for 10 National Ministers.
31 May 2013	9:02am	Henry Inquiry Administrator emails Parliamentary Service "should note not yet sought permission of non-National Party Ministers for their phone logs. Expect to later today."
	9:44am	Parliamentary Service contactor sends email to Henry Inquiry Administrator with two attachments - call logs for 10 National Ministers and call logs for Andrea Vance.
	11:19am	Henry Inquiry Administrator responds "Let's be clear. We did not request the second report you've attached here i.e. the one showing all calls to and from the numbers of interest. We're not interested in looking at that".
	4:00pm	Henry Inquiry Administrator emails Mr Dunne's Chief of Staff to say "David Henry tells me Mr Dunne has approved release of information so therefore this is the request we are going to send."
	3:53pm	Senior Parliamentary Service staff member forwards email from Parliamentary Service contractor to Henry Inquiry Administrator again with two attachments of phone records.
	5.15pm	Henry Inquiry Administrator replies to Parliamentary Service to say he did get them.
4 June 2013	8:59am	Mr Dunne's Chief of Staff confirms to Henry Inquiry Administrator that Mr Dunne agrees to request to access phone logs of his landline.
	1:39pm	Parliamentary Service emails Henry Inquiry Administrator requested report (Mr Dunne's landline calls)
	10:46am	Parliamentary Service emails Henry Inquiry Administrator to say Ministers' private lines potentially not logged, will confirm.
5 June 2013	10:59am	Henry Inquiry Administrator emails Parliamentary Service to say deadline tight – answer before 2pm today appreciated.
5 June 2013		Henry Inquiry report delivered to Prime Minister.
7 June 2013		Henry Inquiry report released by Prime Minister.

