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MR. WOLFSON
MR. JAMES
MR. RIDLEY
MR. RYDER —

Access to papers

I believe you know the system for getting papers put together for submission to the Prime Minister each day and I have emphasised that you should feel free to come into my room and look through the boxes during the course of the day to monitor what is going in. This will enable you if you wish either to talk to the Private Secretary concerned about the substance of the paper and/or add your own advice to the Prime Minister.

This, of course, is a fail-safe process. In the normal course of business I would expect that the Private Office would keep you informed of matters arising or in prospect in which you have an interest (and vice versa). And I hope that you will not hesitate to come into the Private Office to talk to me or the Private Secretaries about what is going on.

There is one area of Prime Ministerial business which you will appreciate is dealt with wholly on a "need to know" basis, namely defence/intelligence. Papers of that kind go to the Prime Minister via a sealed box which passes only between me and the Prime Minister.

Papers for Cabinet and Cabinet Committees and minutes etc., with the exception of those which again are to be dealt with only on a "need to know" basis, will be brought to your attention by circulation of copies.

You will also receive periodically folders of papers containing copies of all the outgoing material from the Private Office to Departments and elsewhere. These are a useful means of keeping in touch with the general flow of events and will enable you to take up subjects on which you have an interest. There will also be a circulation arrangement for incoming Foreign Office telegrams - these, as you know, can be voluminous

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and it is one of Mr. Cartledge's burdens to identify those which are of interest to the Prime Minister. These will be found during the course of the day in Box 2 in my room.

There will always be some papers, apart from the defence/ intelligence papers, which have to be dealt with exclusively on a "need to know" basis because ^{they} are sensitive and highly classified. We do not circulate these round the office but will ensure that you are informed of them and can read them.

K. R. STOWE

8 May 1979

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