NOTE: REDACTIONS ARE INDICATED [REDACTION] AND GISTS ARE IN BOLD, DOUBLE-UNDERLINED AND ITALICS

On 21 January 2008, a note was written for internal use covering the out of hours process for obtaining verbal authorisations and managing communications data requests. The note explains that the person requesting must first speak to a manager to describe the request so that he/she can assess the collateral intrusion and the necessity and proportionality of obtaining the data. The note explains that verbal authorisation must be obtained before the request is then made.