

**Reference Number:** FOI/2020/157  
**From:** Commercial  
**Date:** 29 May 2020  
**Subject:** Health Records Storage

Q1 How many on-site libraries does the trust have?

A1 Zero

Q2 What volume of notes are held on-site?

A2 Information Not Held – only a small number of notes are held on site when recalled from off-site storage

Q3 Does the Trust have any external storage contracts? If so, how many and who are the providers?

A3 Yes - Restore

Q4 What volume of notes are held off site by Third parties?

A4 90,000

Q5 If applicable, which Electronic Document Management systems does the Trust have?

A5 Hyland Onbase

Q6 What are the start and end dates for any storage and / or software contracts?

A6 Information exempt under Section 21 of the Freedom of Information Act 2000 - 'Information reasonably accessible to the applicant by other means'.

This information is available on our website, it can be found in our 2019 Disclosure Log, please see FOI Request Ref: 036:

<http://www.lhch.nhs.uk/about-lhch/information-governance/freedom-of-information/disclosure-logs/>

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Q7 How many staff work in the health records department?

A7 5.00 WTE

Q8 How many staff work in clinical prep?

A8 Information Not Held - Staff work rotationally and resource allocation is based on workload

(Either 2.00 WTE or 3.00 WTE)

Q9 How much does the Trust spend annually on pre-printed forms?

A9 £26,228.19 for 2019/20