Reference Number:	FOI202223/468
From:	Private Individual
Date:	27 February 2023
Subject:	Dedicated on-site scanning team and off-site storage

I am writing to make an open government request for all the information to which I am entitled under the Freedom of Information Act 2000. I would like the following information to be provided to me as an electronic copy. If any of this information is already in the public domain, please can you direct me to it, with page references and URLs if necessary.

Q1   Does the Trust have a dedicated on-site scanning team for paper records?
  a. If so, how many FTE are within the team?
  b. What volumes are the team scanning on a daily / weekly / monthly / annual basis?
  c. Are the team scanning legacy records or day forward, or both?
  d. What hardware & software is used by the team?
  e. Is the hardware leased, rented or was it purchased outright?
  f. Who is responsible within the organisation for the procurement of hardware and software? Please supply contact details.

A1   a. 4.86 FTE
  b. 66,500 pages per month
  c. Both
  d. Kodak Ngenuity 900 series scanners / Hyland Onbase
  e. Purchased outright
  f. iDigital

Q2   If you don't, does the Trust have a dedicated on-site scanning team, is there a contract for outsourced document scanning provisions?
  a. If so, who is this contract with?
  b. What is the value of the contract?
  c. When is the contract due for renewal?

A2   Information not held for all – no outsourcing in place for document scanning

Q3   Does the Trust have on-site facilities to store paper records?

A3   No – The Trust does not store any active patient records on site.

Q4   Does the Trust have contract(s) for off-site storage?
  a. If so, who is the contract with?
  b. Does the contract include scan on demand or digitising services?
  c. If so, what volumes of pages / images are scanned daily/weekly/monthly/annually?
  d. What is the annual cost for outsourced scanning – either on-demand or scheduled?

A4   a. Restore
  b. Yes, however this has not been utilised
  c. Not applicable as per A4b

d. Not applicable as per A4b

Q5   Are there departments within the Trust that scan their own documents locally?
a. If so, what hardware and software is used to manage this?
b. Are volumes captured? If so, what are they?
c. What types of documents are scanned?

A5   a. Yes – Scanning via Konica Minolta devices direct into Hyland Onbase
b. No
c. Patient referrals, ECG's, incoming correspondence

Q6   Who is responsible for records / document management programmes/systems? Please provide contact details

A6   Wyn Taylor, Head of Information Governance Wyn.Taylor@lhch.nhs.uk

Q7   Who manages the contract(s) relationships with hardware providers and outsourced storage or scanning providers? Please provide contact details

A7   Wyn Taylor, Head of Information Governance Wyn.Taylor@lhch.nhs.uk