

Reference Number: FOI202425/518
From: Private Individual
Date: 04 April 2025
Subject: Paper Medical Records Management

Q1 How many paper medical records does the Trust have as a data controller?

A1 67,423 files exist; however, this will include patients who have two or more files/volumes.
These files relate only to patients who have not attended the Trust since the deployment of our Electronic Patient Record (EPR) i.e. patients who have no current activity. All current patients have a fully electronic health record.

Q2 How many primary on-site record libraries are there? (Just looking for primary storage locations, not local departmental stores etc. as that would take a long time to reply to).

A2 Zero

Q3 How many off-site record libraries are there?

A3 Zero

Q4 Is records management outsourced for some paper medical records?

A4 Yes

Q5 Is records management outsourced for all paper medical records?

A5 Yes

Q6 How many records are Trust-managed and how many are outsourced to a records management provider?

A6 All records as per A1 are stored via an outsourced provider.

Q7 If some or all records management is outsourced, what is the records management provider(s) company name(s)?

A7 Restore

Q8 Is the company (if more than 1, please list) a Data Controller and/or a Data Processor for the Trust?

A8 Data Processor

Q9 How many records has the Trust authorised and had destruction undertaken for within the last two years (2022/23 & 2023/24)?

A9 302

Q10 Was destruction undertaken by a BS15713 provider?

A10 Some records are destroyed in house following scanning and quality assurance processes, and other records destroyed by third party. Please refer to: <https://www.restore.co.uk/datashred/about-restore-datashred/our-accreditations/>

Q11 If yes, which of the following are they accredited to: BS15713:2009 or BS15713:2023?

A11 Please refer to A10

Q12 If records management is outsourced, does this include active records (records that have been in active circulation within the last three years)?

A12 Please refer to A1

Q13 If records management is outsourced, does this include dormant records (records that have been in active circulation in the last four to eight years)?

A13 Please refer to A1

Q14 Can I have an OGL for this? Can you tell me how I go about doing that?

A14 Please see below disclaimer.