

**Ref No. SG9205**

**Date: 13 February 2020**

**REQUEST:**

1. How many on-site libraries does the trust have?
2. What volume of notes are held on-site?
3. Does the Trust have any external storage contracts? If so, how many and who are the providers?
4. What volume of notes are held off site by Third parties?
5. If applicable, which Electronic Document Management systems does the Trust have?
6. What are the start and end dates for any storage and / or software contracts?
7. How many staff work in the health records department?
8. How many staff work in clinical prep?
9. How much does the Trust spend annually on pre-printed forms?

**OUR RESPONSE:**

1. The Trust uses Electronic Paper Record systems (EPRs) and stores historical paper health records off-site. There are no on-site libraries for health records.
2. Unfortunately, we do not hold this information. As the Trust uses EPRs, any historical paper health records that are required would be retrieved from off-site storage and held on site for a period of time before being returned off-site. On average 195 files were retrieved each week between October and December 2019 and 285 files returned each week.
3. Yes, one, C&V Data Management
4. As at 31 December 2019 the Trust held 861,573 health record files off-site. There were also 4,386 boxes of records stored off-site, but many of these will hold corporate records rather than patient health records.
5. None
6. The off-site storage contract ended recently and the Trust is currently considering going out to Tender.
7. Not applicable, as we do not have a health records department.
8. We have understood 'clinical prep' to mean preparing paper health records for clinical sessions. As the Trust uses EPRs no staff work in clinical prep.
9. Some paper forms are still utilised, which are then scanned into the EPR. The cost of purchasing such forms is £10,751.