

Trust Headquarters
Russell's Hall Hospital
Dudley
West Midlands
DY1 2HQ

Ref: FOI-000139

Date: 14/8/23

Address / Email:

Dear

Request Under Freedom of Information Act 2000

Thank you for requesting information under the Freedom of Information Act 2000, please see response below

1: Does the Trust have an on-site / in-house health records library? - YES

2: If so, is the library managed by Trust employees? - YES

a) What capacity/size is the on-site facility, roughly (measured in number of boxes/ sqm any other metric)?
- Warehouse/library area = approx. 2658 m2. Office/WC area over two storeys 462 m2

b) Does the Trust lease the building in which the patient records are stored, in-house? Or is the building owned by the Trust? - Leased

c) If the building is leased, when is the lease due for renewal? - 26th July 2034

3: How many Trust employees/FTE are responsible for managing the library, including all aspects of the role (retrievals, deliveries, managing third-party incumbent suppliers etc)? - 48

4: How many patient records does the Trust hold within the records library? - Approx 3 million

5: If the Trust also has an off-site/third party arrangement with a storage provider, how many records are stored within the third-party (boxes or files)? - Boxes 4700

6: On average, how many retrievals (box or files) are there in a calendar year? - Approx 50 boxes

7: What is the Trust's annual budget for records management (include all elements)? - annual budget is £2.831m (includes pay, non pay and lease costs)

8: Has the Trust published a strategy on a records management roadmap (including elements such as EPR, EDMS, digitisation)? - There are no plans at present to digitise records

9: How many subject access requests does the trust receive (monthly or annually is fine)? - circa 250

If you are dissatisfied with our response, you have the right to appeal in line with guidance from the Information Commissioner. In the first instance you may contact the Information Governance Manager of the Trust.

FOI/REF FOI-

Information Governance Manager
Trust Headquarters
Russell's Hall Hospital
Dudley
West Midlands
DY1 2HQ
Email: dgft.dpo@nhs.net

Should you disagree with the contents of our response to your appeal, you have the right to appeal to the Information Commissioners Office at.

Information Commissioners Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Tel: 0303 123 1113
www.ico.org.uk

If you require further clarification, please do not hesitate to contact us.

Yours sincerely

Freedom of Information Team
The Dudley Group NHS Foundation Trust