Date: 29/03/2023

FREEDOM OF INFORMATION REQUEST - Ref: FOI/017678 – Scanning records

Do you have a dedicated on-site scanning team for paper records? - No

If so, how many FTE are within the team? - NA
What volumes are the team scanning on a daily / weekly / monthly / annual basis? - NA
Are the team scanning legacy records or day forward, or both? - NA
What hardware & software is used by the team? - NA
Is the hardware leased, rented or was it purchased outright? - NA

Who is responsible within the organisation for the procurement of hardware and software? Please supply contact details. - NA

If you do not have a dedicated on-site scanning team, is there a contract for outsourced document scanning provisions? - No
If so, who is this contract with? - NA
What is the value of the contract? - NA
When is the contract due for renewal? - NA

Do you have on-site facilities to store paper records? - Predominantly, records are stored off site, but by the Trust
Do you have contract(s) for off-site storage? - Yes
If so, who is the contract with? - Restore
Does the contract include scan on demand or digitising services? -No
If so, what volumes of pages / images are scanned daily/weekly/monthly/annually? - NA
What is the annual cost for outsourced scanning - either on-demand or scheduled? - NA

Are there departments within the organisation that scan their own documents locally? -Yes
If so, what hardware and software is used to manage this? - Not known information not recorded centrally but a majority of departments would use MFD's.
Are volumes captured? If so, what are they? - Not known, information not recorded centrally

What types of documents are scanned? - See comments below

Who is responsible for records / document management programmes/systems? Please provide contact details - Health Records Manager, IG Manager, IT Manager

Who manages the contract(s) relationships with hardware providers and outsourced storage or scanning providers?
Please provide contact details - Health Records Manager, IT Manager, Procurement
Please note as a majority of the paperwork at the Trust is for medical records the response is based on medical records.

If scanning is needed within individual departments staff from that department would do this