**FOI Ref: 6629**

**Category(ies): Trust – Contracts/Procurement**

**Subject: Scanning Documents**

**Date Received: 26/09/2022**

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| **Your request:** | **Our response:** |
| 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. | |
| 1. Does the Trust have a dedicated on-site scanning team for paper records?    1. If so, how many FTE are within the team?    2. What volumes are the team scanning on a daily/weekly/monthly/annual basis?    3. Are the team scanning legacy records or day forward, or both?    4. What hardware & software is used by the team?    5. Is the hardware leased, rented or was it purchased outright?    6. Who is responsible within the Trust for the procurement of hardware and software? Please supply contact details. | No |
| 1. If the Trust does not have a dedicated on-site scanning team, is there a contract for outsourced document scanning provisions?    1. If so, who is this contract with?    2. What is the value of the contract?    3. When is the contract due for renewal? | Yes   1. MBS 2. Ad hoc scanning on demand 3. No contract end date-will be used whilst requirements are met. |
| 1. Does the Trust have on-site facilities to store paper records? | Yes |
| 1. Does the Trust have contract(s) for off-site storage?    1. If so, who is the contract with?    2. Does the contract include scan on demand or digitising services?    3. If so, what volumes of pages / images are scanned daily/weekly/monthly/annually?    4. What is the annual cost for outsourced scanning – either on-demand or scheduled? | Yes   1. Cosmo Graphis 2. Yes 3. Do not have these figures 4. Unknown as it is not invoiced separately Scanning £57/box\*   \* box size is 42 x 35 x 27 cms and will contain 5500 documents on average. |
| 1. Are there departments within the Trust that scan their own documents locally?    1. If so, what hardware and software is used to manage this?    2. Are volumes captured? If so, what are they?    3. What types of documents are scanned? | All staff have access to a scanning facility via MFD and there are other local scanning work flows, but this is not measured/captured.   1. No 2. Vast variety |
| 1. Who in the Trust is responsible for records / document management programmes/systems? Please provide contact details | \*James Rawlinson, Director of Health Informatics  [\*jrawlinson@nhs.net](mailto:*jrawlinson@nhs.net) |
| 1. Who in the Trust manages the contract(s) relationships with hardware providers and outsourced storage or scanning providers? Please provide contact details | \*Stacey Smith, Senior Buyer  \*[Stacey.smith33@nhs.net](mailto:Stacey.smith33@nhs.net) |

The names of the relevant individuals are detailed above. The provision of these contact details **does not** imply consent for unsolicited correspondence on your part. As per Section 122 of the Data Protection Act 2018, **permission is not given** to use these details for unsolicited contact. Right to prevent processing for purposes of direct marketing.

*S122 (5) direct marketing” means the communication (by whatever means) of advertising or marketing material which is directed to a particular individual.*