

## Freedom of Information Request

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**Reference Number:** EPUT.FOI.20.1433  
**Date Received:** 31 January 2020

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### Information Requested:

I would like to find out some information regarding your Health Records.

1. How many on-site libraries does the trust have?  
None
  2. What volume of notes are held on-site?  
None
  3. Does the Trust have any external storage contracts? If so, how many and who are the providers?  
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    - Stephens
    - Oasis
    - Restore
  4. What volume of notes are held off site by Third parties?  
Only archived records, approximately 40,000 boxes
  5. If applicable, which Electronic Document Management systems does the Trust have?  
Laserfiche
  6. What are the start and end dates for any storage and / or software contracts?  
Laserfiche - 01/04/2017-31/03/2021  
Restore – 01/04/2019-31/03/2020  
Oasis - – 01/09/2018-28/10/2021  
Stephens – 01/04/2019-31/03/2020
  7. How many staff work in the health records department?  
1 wte (whole time equivalent)
  8. How many staff work in clinical prep?  
Not applicable, the Trust does not employ staff to work in clinical prep for patient records.
  9. How much does the Trust spend annually on pre-printed forms?  
£22,132
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### Publication Scheme:

As part of the Freedom of Information Act all public organisations are required to proactively publish certain classes of information on a Publication Scheme. A publication scheme is a

guide to the information that is held by the organisation. EPUT's Publication Scheme is located on its Website at the following link <https://eput.nhs.uk>