

Freedom of Information Request

Reference Number: [EPUT.FOI.22.2653](#)
Date Received: [26.09.2022](#)

Information Requested:

I would like the following information to be provided to me as an electronic copy, based on the last 12 months of data you have on file. 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. Do you have a dedicated on-site scanning team for paper records?
[Yes](#)
2. If so, how many FTE are within the team?
[12.75](#)
3. What volumes are the team scanning on a daily / weekly / monthly / annual basis
[It is daily scanning and equates to approx. 3572 per day](#)
4. Are the team scanning legacy records or day forward, or both?
[Day forward](#)
5. What hardware & software is used by the team?
[Fujitsu scanners via Laserfiche EDRMS.](#)
[RICOH MFD's emailed and uploaded to PARIS Patient Record System](#)
6. Is the hardware leased, rented or was it purchased outright?
[Fujitsu purchased outright, RICOH leased](#)
7. Who is responsible within the organisation for the procurement of hardware and software? Please supply contact details.
[Head of Electronic Systems Records and Information Governance](#)
[FREEPHONE: 0800 085 7935](#)
[e-mail: \[epunft.pals@nhs.net\]\(mailto:epunft.pals@nhs.net\)](#)
8. 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?
What is the value of the contract?
When is the contract due for renewal?
9. Do you have on-site facilities to store paper records?
[No](#)

10. Do you have contract(s) for off-site storage?
If so, who is the contract with?
[Restore](#)
[Oasis](#)
[Stephens](#)
Does the contract include scan on demand or digitising services?
[No](#)
If so, what volumes of pages / images are scanned
daily/weekly/monthly/annually?
[N/A](#)
What is the annual cost for outsourced scanning – either on-demand or
scheduled?
[N/A](#)
11. Are there departments within the organisation that scan their own documents
locally?
[Yes](#)
If so, what hardware and software is used to manage this?
[Please see question 5 for response](#)
Are volumes captured? If so, what are they?
[No](#)
What types of documents are scanned?
[Corporate Documents](#)
12. Who is responsible for records / document management programmes/systems?
Please provide contact details
[Head of Electronic Systems Records and Information Governance](#)
[FREEPHONE: 0800 085 7935](#)
[e-mail: epunft.pals@nhs.net](mailto:epunft.pals@nhs.net)
13. Who manages the contract(s) relationships with hardware providers and
outsourced storage or scanning providers? Please provide contact details
[Head of Electronic Systems Records and Information Governance](#)
[FREEPHONE: 0800 085 7935](#)
[e-mail: epunft.pals@nhs.net](mailto:epunft.pals@nhs.net)

Publication Scheme:

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