

## Freedom of Information Request

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**Reference Number:** [EPUT.FOI.21.2113](#)  
**Date Received:** [26 July 2021](#)

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### Information Requested:

We are currently updating data on your trust's document management system. Can you please complete the fields below with what you currently hold?

Please enter 'No System Installed' under supplier name if your trust does not use the system:

1. System type - Document Management  
[Laserfiche DM](#)
2. Supplier name  
[Fortrus](#)
3. System name  
[Laserfiche](#)
4. Date installed  
[2012](#)
5. Contract expiration  
[Rolling](#)
6. Notes - e.g. we are currently out to tender  
[N/A](#)
7. Do you currently have plans to replace this system? - Yes/No  
[No](#)

### System definition:

Document Management system – Converts records into electronic format so that they can be viewed, moved around and managed electronically on screen. Acts as a live filing system

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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>