

12 March 2020

Information Rights & Compliance Team
99 Waverley Road
St Albans
Hertfordshire
AL3 5TL

Tel: 01727 804954
Email: Hpkt.foi@nhs.net

Our Ref: FOI/03583

Thank you for your request concerning the storage of health records.

Your request has been considered and processed in accordance with the requirements of the Freedom of Information (FOI) Act 2000.

1. How many on-site libraries does the trust have?

We do not have on-site libraries.

2. What volume of notes are held on-site?

Not applicable.

3. Does the Trust have any external storage contracts?

Yes we do.

If so, how many and who are the providers?

We use Restore Record Management.

4. What volume of notes are held off-site by Third parties?

Currently we have a total of 19,597 boxes at Restore.

5. If applicable, which Electronic Document Management systems does the Trust have?

We do not have an electronic document management system; we use the Restore records management system.

6. What are the start and end dates for any storage and/or software contracts?

The storage management contract with Restore started in 2006 and runs until 2022.

7. How many staff work in the health records department?

We do not have a health records department.



8. How many staff work in clinical prep?

Not applicable; we are a Mental Health and Specialist Learning Disability Trust.

9. How much does the Trust spend annually on pre-printed forms?

This information is already in the public domain. Please follow this [link](#) to a previously published response¹.

Should you require further clarification, please do not hesitate to contact me.

Please find enclosed an information sheet regarding copyright protection and the Trust's complaints procedure in the event that you are not satisfied with the response.

Yours sincerely

Sue Smith

**Sue Smith
Information Rights Officer**

Enc: Copyright Protection and Complaints Procedure Information Leaflet.

If you would like to complete a short survey in relation to your Freedom of Information request please scan the QR code below or click [here](#).



¹ Section 21 – Information is available through other means