

15 March 2023

Information Rights & Compliance Team  
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Our Ref: FOI/04624

Thank you for your request concerning Document Management Systems.

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

**1. Do you have a dedicated on-site scanning team for paper records?**

No

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 organisation for the procurement of hardware and software? Please supply contact details.

Questions 1.1 to 1.6 are not applicable.

**2. If you do not have a dedicated on-site scanning team, is there a contract for outsourced document scanning provisions?**

No

1. If so, who is this contract with?
2. What is the value of the contract?
3. When is the contract due for renewal?

Question 2.1 to 2.3 are not applicable.

**3. Do you have on-site facilities to store paper records?**

No

**4. Do you have contract(s) for off-site storage?**

Yes



**1. If so, who is the contract with?**

Restore Document Management Services Company

**2. Does the contract include scan on demand or digitising services?**

No

**3. If so, what volumes of pages / images are scanned daily/weekly/monthly/annually?**

Not applicable

**4. What is the annual cost for outsourced scanning – either on-demand or scheduled?**

Not applicable

**5. Are there departments within the organisation that scan their own documents locally?**

Individual departments, wards and units scan their own documents

**1. If so, what hardware and software is used to manage this?**

Our multi-functional devices are used to scan documents.

**2. Are volumes captured? If so, what are they?**

No

**3. What types of documents are scanned?**

All paper documents not produced by our electronic patient recording system.

**6. Who is responsible for records / document management programmes/systems? Please provide contact details**

Ultimately our Head of Information Rights & Compliance/Data Protection Officer is responsible for document management.

**7. Who manages the contract(s) relationships with hardware providers and outsourced storage or scanning providers? Please provide contact details.**

Please see the answer to question 6.

In an effort to ensure that the Trust does not receive unsolicited communications and/or any potential malicious malware, the Trust does not routinely publish the names or contact details of staff other than those publicly available through our [Trust website](#).

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](#).

