

**FOI 0143/2022 Response**

**1. Does the Trust have a dedicated on-site scanning team for paper records?**

Yes

**a) If so, how many FTE are within the team?**

4

**b) What volumes are the team scanning on a daily/weekly/monthly/annual basis?**

Daily- 80.2 pgs

Weekly- 564 pgs

Monthly- 2,444 pgs

Annually- 29,328 pgs

**c) Are the team scanning legacy records or day forward, or both?**

Legacy

**d) What hardware & software is used by the team?**

Kodak Scanners and Hyland – OnBase

**e) Is the hardware leased, rented or was it purchased outright?**

Purchased

**f) Who is responsible within the Trust for the procurement of hardware and software?  
Please supply contact details.**

The Trust is unable to provide a response to this query as we do not routinely release staff information for those under a band 8c role.

The Trust therefore, rely on exemption Section 40 of the freedom of information Act to deny this aspect of your request.

However, the Trust can provide the Procurement Team's email address should you wish to get in touch.

Procurement Team email: [Bsmhft.trustprocurement@nhs.net](mailto:Bsmhft.trustprocurement@nhs.net)

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

N/A

**a) If so, who is this contract with?**

N/A

**b) What is the value of the contract?**

N/A

**c) When is the contract due for renewal?**

N/A

**3. Does the Trust have on-site facilities to store paper records?**

Some teams may store records on site However, most records are sent for off site storage.

**4. Does the Trust have contract(s) for off-site storage?**

Yes

**a) If so, who is the contract with?**

Iron Mountain

**b) Does the contract include scan on demand or digitising services?**

No

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

N/A

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

N/A

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

No

**a) If so, what hardware and software is used to manage this?**

N/A

**b) Are volumes captured? If so, what are they?**

N/A

**c) What types of documents are scanned?**

N/A

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

The Trust is unable to provide a response to this query as we do not routinely release staff information for those under a band 8c role.

The Trust therefore, rely on exemption Section 40 of the freedom of information Act to deny this aspect of your request.

However, the Trust can confirm that the Head of Care Records is responsible for records / document management programmes/systems

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

The Trust is unable to provide a response to this query as we do not routinely release staff information for those under a band 8c role.

The Trust therefore, rely on exemption Section 40 of the freedom of information Act to deny this aspect of your request.

However, the Trust can provide the Procurement Team's email address should you wish to get in touch.

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