

## Freedom of Information Request **20 035**

**Our Reference:** FOI 20 035 / AA / LB / HG  
**Name:**  
**Date:** 28<sup>th</sup> March 2020  
**Address:**

Dear

Further to your Freedom of Information Request, please find the Trust's response below:

I would like to find out some information regarding your Health Records.

1. How many on site libraries does the trust have?  
Humber Teaching NHS Foundation Trust (the "Trust") holds patient paper records within the Trust Medical Records Department. Individual Teams may hold small numbers of patient records for active patients on their caseloads.
2. What volume of notes are held on site?  
The Trust estimates that there are currently 2500 boxes held on site by the Medical Records Team. There are also approximately 185 files held on site by the Child Health Team.
3. Does the Trust have any external storage contracts? If so, how many and who are the providers?  
The Trust use external storage for historical records only. The current storage provider is Restore.
4. What volume of notes are held off site by Third parties?  
Currently, the Trust archives approximately 20255 boxes of patient information off site. In addition, non-patient information is also archived off site but is excluded from this figure.
5. If applicable, which Electronic Document Management systems does the Trust have?  
The Trust does not have an Electronic Document Management System in place.
6. What are the start and end dates for any storage and / or software contracts?  
The Trust contract for external records storage runs from 01/01/2019 to 31/01/2022.
7. How many staff work in the health records department?  
The Trust Medical Records Team employs 5.0 WTE staff. This incorporates the Subject Access Request function.
8. How many staff work in clinical prep?  
Clarification - I believe this to be a member of staff whose sole responsibility is to prepare a patient's records prior to an appointment.



The Trust is a multi-specialty provider of mental health, primary care and community services and the majority of Trust services are paper light with active patient contact recorded electronically. Staff within clinical settings are not employed with the sole responsibility of preparing patient records prior to an appointment.

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

The Trust is unable to provide the information requested, as the financial system does not hold spend information in the level of detail that you have asked.

Thank you for your time in advance and looking forward to hearing back from you.

Kind regards,

Freedom of Information Team  
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<https://www.humber.nhs.uk/about-our-trust/freedom-of-information-enquiry-form.htm>



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