

**Freedom of Information Request**

**Ref: 23-159**

3 March 2023

By Email

Dear Sir/Madam

Thank you for your request for information under the Freedom of Information Act 2000. The Trust's response is as follows:

- We can confirm that we do hold the information you are requesting

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

Yes.

**1. If so, how many FTE are within the team?**

90.27WTE

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

Daily: approx. 660 Batches Scanned/34259 Images Scanned

Weekly (5 Days): approx.: 3300 Batches Scanned/171295 Images Scanned

Monthly (Average 20 day): approx. 13200 Batches scanned/685180 images scanned

Annual; approx.: 158400 Batches scanned/8222160 images scanned.

**3. Are the team scanning legacy records or day forward, or both?**

Both.

**4. What hardware & software is used by the team?**

Kodak Alaris i4650/Kainos (Evolve)

**5. Is the hardware leased, rented or was it purchased outright?**

Purchased.

**6. Who is responsible within the organisation for the procurement of hardware and software? Please supply contact details.**

Bristol and Weston NHS Procurement

[procurement@nbt.nhs.uk](mailto:procurement@nbt.nhs.uk)

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

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

Not applicable.

**2. What is the value of the contract?**

Not applicable.

**3. When is the contract due for renewal?**

Not applicable.

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

Yes.

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

Yes.

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

Restore Records Management (Bristol) / The Storage Company (Weston)

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

Yes.

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

The Trust is not currently using this service.

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

The Trust is not currently using this service.

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

Yes.

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

Desk Top Scanners/ Kainos (Evolve).

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

No.

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

Mainly referral letters.

**6. Who is responsible for records / document management programmes/systems?**

**Please provide contact details**

This is a responsibility of the Chief Information Officer (CIO) and Director of Digital Services (position currently vacant).

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

Hardware/Scanning providers: This is a responsibility of the Chief Information Officer (CIO) and Director of Digital Services (position currently vacant)

Outsources storage: Trust Wide Health Records & Scanning Bureau Manager (Vincent Coombes, [vincent.coombes@uhbw.nhs.uk](mailto:vincent.coombes@uhbw.nhs.uk))

This concludes our response. We trust that you find this helpful, but please do not hesitate to contact us directly if we can be of any further assistance.

If, after that, you are dissatisfied with the handling of your request, you have the right to ask for an internal review. Internal review requests should be submitted within two months of the date of receipt of the response to your original letter and should be addressed to:

Data Protection Officer  
University Hospitals Bristol and Weston NHS Foundation Trust  
Trust Headquarters  
Marlborough Street  
Bristol  
BS1 3NU

Please remember to quote the reference number above in any future communications.

If you are not content with the outcome of the internal review, you have the right to apply directly to the Information Commissioner for a decision. The Information Commissioner can be contacted at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Publication

Please note that this letter and the information included/attached will be published on our website as part of the Trust's Freedom of Information Publication Log. This is because information disclosed in accordance with the Freedom of Information Act is disclosed to the public, not just to the individual making the request. We will remove any personal information (such as your name, email and so on) from any information we make public to protect your personal information.

To view the Freedom of Information Act in full please click [here](#).

Yours sincerely

**Freedom of Information Team  
University Hospitals Bristol and Weston NHS Foundation Trust**