

Ref. No: 1556
Date: 18th February 2025
Subject: Paper Medical Records

REQUEST and RESPONSE

- 1. How many paper medical records does the Trust have as a data controller?**

168,926

- 2. How many primary on-site record libraries are there? (Just looking for primary storage locations, not local departmental stores etc. as that would take a long time to reply to).**

Two

- 3. How many off-site record libraries are there?**

None

- 4. Is records management outsourced for some paper medical records?**

No

- 5. Is records management outsourced for all paper medical records?**

No

- 6. How many records are Trust-managed and how many are outsourced to a records management provider?**

All records are Trust managed

- 7. If some or all records management is outsourced, what is the records management provider(s) company name(s)?**

N/A

- 8. Is the company (if more than 1, please list) a Data Controller and/or a Data Processor for the Trust?**

N/A

- 9. How many records has the Trust authorised and had destruction undertaken for within the last two years (2022/23 & 2023/24)**

None

- 10. Was destruction undertaken by a BS15713 provider?**

N/A

- 11. If yes, which of the following are they accredited to: BS15713:2009 or BS15713:2023?**

N/A

- 12. If records management is outsourced, does this include active records (records that have been in active circulation within the last three years)?**

N/A

- 13. If records management is outsourced, does this include dormant records (records that have been in active circulation in the last four to eight years)?**

N/A