

Ref. No: 417
From: Public
Date: 28/02/23
Subject: Paper records

REQUEST & 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?

47.21 WTE

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

24,000,000 images scanned in the last year
2,000,000 images per month
465,000 images per week
93,000 images per day

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

Day Forward.

d. What hardware & software is used by the team?

Hardware - Kodak i1300 series and Kodak i1500 series scanners
Software - scanning software provided by CCube Solutions.

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

Purchased outright.

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

Chris.McNamara@sthk.nhs.uk

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

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?

Yes.

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

Yes.

a. If so, who is the contract with?

Britannia Fleet Storage.

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

N/A

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?

Yes.

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

Hardware - Kodak i1300 series and Kodak i1500 series scanners
Software - scanning software provided by CCube Solutions.

b. Are volumes captured? If so, what are they.

No

c. What types of documents are scanned?

A&E records and research documents.

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

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

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