

Our Ref: NG/RM/25078
Date: 26th February 2025

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Deputy Director of Governance
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Lawton House
Bellringer Road
Trentham
ST4 8HH

Reception: 0300 123 1535

Dear

Freedom of Information Act Request

I am writing in response to your e-mail of the 19th February 2025. Your request has been processed using the Trust's procedures for the disclosure of information under the Freedom of Information Act (2000).

Requested information:

Paper Medical Records Management

1. How many paper medical records does the Trust have as a data controller? **The Trust has a full Electronic Patient Record (EPR), historical paper records have all been scanned and are accessible through a lookup link in the EPR.**
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). **The Trust has a central health records library that also deals with corporate records.**
3. How many off-site record libraries are there? **0**
4. Is records management outsourced for some paper medical records? **N/A**
5. Is records management outsourced for all paper medical records? **N/A**
6. How many records are Trust-managed and how many are outsourced to a records management provider? **The Trust has no paper medical records, all have been scanned into electronic media.**
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)? **For the year approximately 2000 paper**

Chair: Janet Dawson
Chief Executive: Dr Buki Adeyemo
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health records were scanned and then the paper copy will have been confidentially destroyed.

10. Was destruction undertaken by a BS15713 provider? **Yes**
11. If yes, which of the following are they accredited to: BS15713:2009 or BS15713:2023?
Destruction is completed by a BS15713 and ISO 9001 accredited company.
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**

Can I have an OGL for this? Can you tell me how I go about doing that? **Requests for licences, such as an Open Government Licence (OGL), fall outside the scope of FOIA. Please direct your request to the Trust Data Protection Officer separately, contact can be made via email at DPO@combined.nhs.uk.**

If you are dissatisfied with the handling of your request, you have the right to ask for an internal review of the management of your request. 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: Dr Buki Adeyemo, Chief Executive, North Staffordshire Combined Healthcare Trust, Trust Headquarters, Lawton House, Bellringer Road, Trentham, ST4 8HH. 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.

Yours sincerely



Nicola Griffiths
Deputy Director of Governance