

Date: Friday, 14th February 2020  
Our Ref: MB/SS FOI 4223

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**Re: Freedom of Information Request FOI 4223**

We are writing in response to your request submitted under the Freedom of Information Act, received in this office on 30th January 2020.

Your request was as follows:

1. How many on-site libraries does the trust have?

The Walton Centre NHS Foundation Trust (WCFT) has one on-site library.

2. What volume of notes are held on-site?

98,123 (of which 17,217 are on microfilm)

3. Does the Trust have any external storage contracts? If so, how many and who are the providers?

WCFT has a storage contract with Uniscope. The start is 01/12/17 and end date is 30/11/20.

4. What volume of notes are held off site by Third parties?

2602

5. If applicable, which Electronic Document Management systems does the Trust have?

WCFT has an Internally built system and CG Gold.

6. What are the start and end dates for any storage and / or software contracts?

Start date: 30.11.19, end date 30.11.20

7. How many staff work in the health records department?

WCFT Health Records Department has 48 staff this includes Receptionists, Ward Clerks and Clinic Preparation Staff.

8. How many staff work in clinical prep?

There are 9 staff that work in Clinic Preparation.

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

WCFT spends approximately £22,752.20 annually on pre-printed forms.

Please see our response above in blue.

**Re-Use of Public Sector Information**

All information supplied by the Trust in answering a request for information (RFI) under the Freedom of Information Act 2000 will be subject to the terms of the Re-use of Public Sector Information Regulations 2005, Statutory Instrument 2005 No. 1515 which came into effect on 1st July 2005.

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If 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 the Freedom of Information Office at the address above.

**Please remember to quote the reference number, FOI 4223 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 Commissioners Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

Yours sincerely

*Mike Burns*

**Mr. Mike Burns, Executive Lead for Freedom of Information**