

Freedom of Information Act 2000

The Royal Cornwall Hospitals NHS Trust Response to Information request

Date Request Received: 2nd April 2025

FOI Ref No 28261

Requested Information:

I've had a look at the NHSE ERIC data but can only see on-site and off-site spend. Nothing around the number of paper records etc. therefore could you have a look at the below request? Most of it should be in your info asset logs, registers and/or DPIAs so hopefully the request is not too much of an impact.

1. Paper Medical Records Management

- How many paper medical records does the Trust have as a data controller?
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).
3. How many off-site record libraries are there?
4. Is records management outsourced for some paper medical records?
5. Is records management outsourced for all paper medical records?
6. How many records are Trust-managed and how many are outsourced to a records management provider?
7. If some or all records management is outsourced, what is the records management provider(s) company name(s)?
8. Is the company (if more than 1, please list) a Data Controller and/or a Data Processor for the Trust?
9. How many records has the Trust authorised and had destruction undertaken for within the last two years (2022/23 & 2023/24)?
10. Was destruction undertaken by a BS15713 provider?
11. If yes, which of the following are they accredited to: BS15713:2009 or BS15713:2023?
12. If records management is outsourced, does this include active records (records that have been in active circulation within the last three years)?
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)?

Response:

1. Unable to quantify as paper records are created daily. However, there are approx. 373,000 sets of historic (legacy) patient main record files.
2. Two
3. Three
4. No

5. No
6. See answer to Q2, none managed by records management provider.
7. N/A
8. N/A
9. We do not have a report to accurately provide this information. Record destruction is recorded in our Information Asset Register and in our Patient Administration System (PAS)
10. Yes
11. BSEN15713:2023
12. N/A
13. N/A

Attachment(s):

No Attachment(s)

Date Response sent: 15th April 2025