

Reference Number: FOI202223/316
From: Private Individual
Date: 23 September 2022
Subject: Scanning team for paper records,outsourcing contract information, volumes and software used

Q1 Does the Trust have a dedicated on-site scanning team for paper records?
a. If so, how many FTE are within the team?
b. What volumes are the team scanning on a daily/weekly/monthly/annual basis?
c. Are the team scanning legacy records or day forward, or both?
d. What hardware & software is used by the team?
e. Is the hardware leased, rented or was it purchased outright?
f. Who is responsible within the council for the procurement of hardware and software? Please supply contact details.

A1 No, none onsite
a. Not applicable
b. 12,000 images per day
c. Both
d. Not applicable
e. Not applicable
f. Not applicable

Q2 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?
b. What is the value of the contract?
c. When is the contract due for renewal?

A2 Yes
a. Fortrus
b. Total: £1,242,008
c. 2023

Q3 Does the Trust have on-site facilities to store paper records?

A3 No

Q4 Does the Trust have contract(s) for off-site storage?
a. If so, who is the contract with?
b. Does the contract include scan on demand or digitising services?
c. If so, what volumes of pages / images are scanned daily/weekly/monthly/annually?
d. What is the annual cost for outsourced scanning – either on-demand or scheduled?

A4 Yes
a. Estates
b. No
c. Not Applicable
d. June 2020 – 2021: £498,856

June 2021 – 2022: £364,479

- Q5 Are there departments within the Trust that scan their own documents locally?
- If so, what hardware and software is used to manage this?
 - Are volumes captured? If so, what are they?
 - What types of documents are scanned?

- A5 No
- Not applicable
 - Not applicable
 - Clinical documents

- Q6 Who in the Trust is responsible for records / document management programmes/systems? Please provide contact details

- A6 Wyn Taylor, Wyn.Taylor@Alderhey.nhs.uk

- Q7 Who in the Trust manages the contract(s) relationships with hardware providers and outsourced storage or scanning providers? Please provide contact details

- A7 Jackie Renshall Jackie.Renshall@alderhey.nhs.uk