

FOI_1117_2022-23 – FOI Request Concerning – Scanning

1. Does the Trust have a dedicated on-site scanning team for paper records?

No

If so, how many FTE are within the team?

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

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

What hardware & software is used by the team?

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

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

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

No

If so, who is this contract with?

What is the value of the contract?

When is the contract due for renewal?

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

No

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

Yes

If so, who is the contract with?

Restore

Does the contract include scan on demand or digitising services?

No

If so, what volumes of pages / images are scanned daily/weekly/monthly/annually?

What is the annual cost for outsourced scanning – either on-demand or scheduled?

5. Are there departments within the Trust that scan their own documents locally?

Yes

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

We use the software on the MFD Printers.

Are volumes captured? If so, what are they?

Volumes are not captured.

What types of documents are scanned?

Various, we would not have this information.

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

ICT manage the MFD contract

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

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