

Freedom of Information Request

Reference Number: [EPUT.FOI.25.3991](#)
Date Received: 17th February 2025

Information Requested:

Paper Medical Records Management

1. How many paper medical records does the Trust have as a data controller?
[Over 1.1 million paper records](#)
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). [None](#)
3. How many off-site record libraries are there? [None](#)
4. Is records management outsourced for some paper medical records? [No](#)
5. Is records management outsourced for all paper medical records? [No](#)
6. How many records are Trust-managed and how many are outsourced to a records management provider? [Over 1.1 million paper records Trust managed](#)
7. If some or all records management is outsourced, what is the records management provider(s) company name(s)? [Restore \(archive provider\)](#)
8. Is the company (if more than 1, please list) a Data Controller and/or a Data Processor for the Trust? [Data Processor](#)
9. How many records has the Trust authorised and had destruction undertaken for within the last two years (2022/23 & 2023/24)? [None](#)
10. Was destruction undertaken by a BS15713 provider? [N/A](#)
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)? [No](#)
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)? [Yes](#)

Publication Scheme:

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<https://eput.nhs.uk>