

Freedom of Information request 531-18

Request

This request concerns records management expenditure at your healthcare authority.

- 1) Please state the
 - a) Number of fax machines purchased
 - b) Total spend on fax machinesBy your authority in each of the following financial years
 - i) 2013/14
 - ii) 2014/15
 - iii) 2015/16
 - iv) 2016/17
 - v) 2017/18
 - vi) 2018/19 to 19.09.18

- 2) Please state the amount spent by your records department on transferring paper records in each of the following financial years
 - i) 2013/14
 - ii) 2014/15
 - iii) 2015/16
 - iv) 2016/17
 - v) 2017/18
 - vi) 2018/19 to 19.09.18

- 3) Please state the amount spent by your records department on couriers to transfer physical records in each of the following financial years.
 - i) 2013/14
 - ii) 2014/15
 - iii) 2015/16
 - iv) 2016/17
 - v) 2017/18
 - vi) 2018/19 to 19.09.18

- 4) Please state the amount spent by your records department on taxis or private hire vehicles to transfer physical records in each of the following financial years.
 - i) 2013/14
 - ii) 2014/15
 - iii) 2015/16
 - iv) 2016/17
 - v) 2017/18
 - vi) 2018/19 to 19.09.18

Response

1. Please find data below on the number of fax machines purchased in the period requested:

Year	No. of fax machines	Cost
2013/14	4	£716.38
2014/15	4	£772.76
2015/16	4	£772.76
2016/17	4	£751.83
2017/18	2	£459.57
2018/19 to 19.09.18	0	-

2. Transfer of paper records is covered within the workload of the Medical Records Team and the General Services and Portering Teams, that workload is not routinely recorded within the organisation and therefore under Section 12 of the FOI(S)A 2002 this is not held.
3. External courier contractors are not used to transport paper medical records. The Board's internal courier and transport service covers the transfer of paper records across the organisation's hospital and health centre locations.
4. NHS Borders use taxis or private hire vehicles for a variety of reasons. This can include patient transport, transfer of equipment, urgent transportation of laboratory samples, x-rays from radiology and patient case notes. The information contained on the invoices from the taxi companies does not distinguish the reason for transportation. Therefore under section 17 of the FOI(S)A 2002 this information is not held.

If you are not satisfied with the way your request has been handled or the decision given, you may ask NHS Borders to review its actions and the decision. If you would like to request a review please apply in writing to, Freedom of Information Review, NHS Borders, Room 2EC3, Education Centre, Borders General Hospital, Melrose, TD6 9BS or foi.enquiries@borders.scot.nhs.uk.

The request for a review should include your name and address for correspondence, the request for information to which the request relates and the issue which you wish to be reviewed. Please state the reference number **531-18** on this request. Your request should be made within 40 working days from receipt of this letter.

If following this review, you remain dissatisfied with the outcome, you may appeal to the Scottish Information Commissioner and request an investigation of your complaint. Your request to the Scottish Information Commissioner should be in writing (or other permanent form), stating your name and an address for correspondence. You should provide the details of the request and your reasons for dissatisfaction with both the original response by NHS Borders and your reasons for dissatisfaction with the outcome of the internal review. Your application for an investigation by the Scottish Information Commissioner must be made within six months of your receipt of the response with which you are dissatisfied. The address for the Office of the Scottish Information Commissioner is, Office of the Scottish Information Commissioner, Kinburn Castle, Doubledykes Road, St Andrews, Fife.