

## Freedom of Information request 579-18

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### Request

1. For question 3, could you provide the overall cost of internal record transfers?
2. For question 4, could you search invoices by keyword to identify spend on records transfers? I appreciate this may only bring back a partial response.

### Response

1. The Board's internal courier and transport service covers the transfer of paper records across the organisation's hospital and health centre locations. NHS Borders use this courier and transport service for a variety of reasons. This can include patient transport, transfer of equipment, transportation of laboratory samples, x-rays from radiology and patient case notes. We are unable to distinguish the cost of internal record transfers therefore under section 17 of the FOI(S)A 2002 this information is not held.
2. A search was completed on the NHS Scotland Finance System which showed there were no transactions which contained the term 'medical record transfers' within the payments descriptor.

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](mailto: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 **579-18** 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.