

Freedom of Information request 511-23

Request

Do you still store hard-copy medical records onsite?

1. If so, how many do you store (i.e. number of patients' records)?
2. How many locations do you store them in?
3. Are locations owned by the Board or leased? Please specify the status per location.
4. Do you store any records offsite with a third-party provider?
5. If yes, when does the contract expire?
6. If yes, what proportion of your records do you store with them?
7. How many FTEs are employed to manage the records?
8. Is there an annual budget for the records management function? If so, what is it?
9. Who within the organisation is the executive sponsor for records management / who has ultimate responsibility for the function?

Response

NHS Borders does store hard-copy medical records onsite.

1. There are 183,788 paper records stored.
2. The records are stored in 6 locations.
3. Records Locations:

Location:	Owned / Leased:
Main Store	Owned
Secondary Store	Owned
Tertiary Store	Owned
Deceased Store	Owned
Kelso Records Store	Owned
Third Party Storage	Third party provider service

4. NHS Borders does store records offsite with a third-party provider.
5. The contract expires on 22 March 2025.
6. 31% of NHS Borders medical records are stored offsite with a third-party provider.

7. NHS Borders has 31.72 FTE people employed to manage the records; this includes staffing for Coding and Medico-Legal teams
8. There is no annual budget specifically for the medical records function as it is part of a wider budget, therefore, this information is not held, as defined in Section 17, Freedom of Information (Scotland) Act 2002.
9. Ultimate responsibility for the records management function sits with the Director of Planning & Performance.

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 **511-23** 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.