

Information Governance

Medical Directorate
NHS Grampian
Rosehill House
Foresterhill Site
Cornhill Road
Aberdeen
AB25 2ZG



BY EMAIL
Charlotte McKnight
[request-1002370-
a25d2623@whatdotheyknow.com](mailto:a25d2623@whatdotheyknow.com)

Date 4 August 2023
Our Ref FOI/2023/640
Enquiries to Information Governance Team
Extension 51319
Direct Line 01224 551319
Email gram.foi@nhs.scot

Dear Ms McKnight

Freedom of Information (Scotland) Act 2002

I refer to your e-mail dated 11 July 2023, requesting:

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

I can now respond as follows:

- Do you still store hard-copy medical records onsite?

Yes.

- If so, how many do you store (i.e. number of patients’ records)?

We are unable to provide an accurate figure; s.17 of the Act refers – Information not held, but it would be into the hundreds of thousands.

- How many locations do you store them in?

Various location on sites.

- Are locations owned by the Board or leased? Please specify the status per location.

Onsite locations are Board owned at Aberdeen Royal Infirmary, Royal Cornhill Hospital and Dr Gray's, Elgin.

- Do you store any records offsite with a third-party provider?

Yes.

If yes, when does the contract expire?

Rolling monthly contract which stops when we stop storing records with them.

If yes, what proportion of your records do you store with them?

We store 331,073 number of files offsite including Long term deaths, and due to the various enquiries (Blood, Child Abuse and Covid) has resulted in no destructions as per Scottish Government orders.

- How many FTEs are employed to manage the records?

FTEs employed by Health Records is 75 over a range of bandings.

- Is there an annual budget for the records management function? If so, what is it?

Annual budget for Health Records £2,538,945.

- Who within the organisation is the executive sponsor for records management / who has ultimate responsibility for the function?

Adam Coldwells, Director of Strategy / Deputy Chief Executive.

Under section 20 (1) of the Act, if you are dissatisfied with the way NHS Grampian has dealt with your request, you have a right to request a review of our actions and decisions in relation to your request. Should you be unhappy with the outcome of that review you have a right to appeal to the Scottish Information Commissioner.

A request for review must be made within 40 working days and should, in the first instance, be in writing to: Directorate of Corporate Communications, Foresterhill House, Foresterhill, Aberdeen, AB25 2ZB or by email to gram.foi@nhs.scot

Requests for appeal can be made by using the Scottish Information Commissioner's online service at www.itspublicknowledge.info/Appeal or should be made in writing to: Scottish Information Commissioner, Kinburn Castle, Doubledykes Road, St Andrews, Fife, KY16 9DS Telephone: 01334 464610, Fax: 01334 464611.

If you remain dissatisfied following an appeal to the Scottish Information Commissioner your recourse is to the Court of Session on a point of law.

Yours sincerely



Roohi Bains
Information Governance Manager & Deputy DPO

