



Freedom of Information Team  
De La Court House  
Queen Alexandra Hospital  
Southwick Hill Road  
Portsmouth  
Hampshire  
PO6 3LY

Name:  
Email:  
Date: 03/07/2023  
Ref: 23-24 169

Dear

**RE: Freedom of Information request**

Thank you for your request for information under the Freedom of Information Act 2000, which was received by the Trust on 16/06/2023. Please see responses to your requests below.

**1: Does the Trust have an on-site / in-house health records library?**

Yes – stored in an off-site facility managed by Trust`s Employees.

**2: If so, is the library managed by Trust employees?**

Yes.

**a) What capacity/size is the on-site facility, roughly (measured in number of boxes/ sqm any other metric)?**

24,470 Square foot.

**b) Does the Trust lease the building in which the patient records are stored, in-house? Or is the building owned by the Trust?**

Yes- leased.

**c) If the building is leased, when is the lease due for renewal?**

February 2027.

**3: How many Trust employees/FTE are responsible for managing the library, including all aspects of the role (retrievals, deliveries, managing third-party incumbent suppliers etc)?**

A total of 39 FTE Trust`s employees.

**4: How many patient records does the Trust hold within the records library?**

800,000 patients` records.

**5: If the Trust also has an off-site/third party arrangement with a storage provider, how many records are stored within the third-party (boxes or files)?**

Not applicable. The trust has no third-party arrangement with any storage provider.

**6: On average, how many retrievals (box or files) are there in a calendar year?**

In a calendar year average of 108,231 boxes.

**7: What is the Trust's annual budget for records management (include all elements)?**

The total cost of the records library and property was £1.35m in the financial year 2022-2023.

**8: Has the Trust published a strategy on a records management roadmap (including elements such as EPR, EDMS, digitisation)?**

No.

**9: How many subject access requests does the trust receive (monthly or annually is fine)?**

The trust received 3,300 SAR in the last financial year 2022/2023.

Please accept this letter as completion of your request. Please note that copies of this request will be held on file for three years before being confidentially destroyed.

If you are dissatisfied with the outcome of your request, please contact our Head of Information Governance on [Information.Governance@porthosp.nhs.uk](mailto:Information.Governance@porthosp.nhs.uk) or write to the above address and we will conduct an internal review. Upon review, if you are still dissatisfied, you may appeal our decision by contacting the Information Commissioner's Office; for more information, please visit the [ICO's website](#).

Please be aware, if we do not receive an appeal within 30 days of you receiving this letter, we will assume that you are satisfied with our response. If you have any further queries, please do not hesitate to contact us.

Yours sincerely

Freedom of Information Team