

Thursday 1 May 2025

Request under Freedom of Information Act 2000

Thank you for your request for information which we received on Friday 4 April 2025.
I am pleased to confirm the following.

Paper Medical Records Management

How many papers medical records does the Trust have as a data controller?

Outpatients – 23000 this includes one sheet of patient labels and one multidisciplinary sheet per month.

Inpatients – approx. 821 batch medical records per month.

How many primary on-site record libraries are there? (Just looking for primary storage locations, not local departmental stores etc. as that would take a long time to reply to). – no onsite library (as far as I am aware), records/information are held by the relevant department for 1 month.

One on-site records library.

How many off-site record libraries are there?

3 Hugh Symons, Crown, Restore.

Is records management outsourced for some paper medical records?

CTGs are held onsite locally for 1 year, then are stored offsite for 25 years as per government GDPR/DPA 2018.

Is records management outsourced for all paper medical records?

Stated above, CTGs stored offsite for 25 years after 1 year onsite.

How many records are Trust-managed and how many are outsourced to a records management provider?

N/A

If some or all records management is outsourced, what is the records management provider(s) company name(s)?

N/A

Is the company (if more than 1, please list) a Data Controller and/or a Data Processor for the Trust?

N/A

How many records has the Trust authorised and had destruction undertaken for within the last two years (2022/23 & 2023/24)?

With the exception of CTGs and paediatric notes, records are destroyed after being stored for 1 calendar month, it would be difficult to get an exact number.

Was destruction undertaken by a BS15713 provider?

If yes, which of the following are they accredited to: BS15713:2009 or BS15713:2023?

If records management is outsourced, does this include active records (records that have been in active circulation within the last three years)?

Yes, CTGs.

If records management is outsourced, does this include dormant records (records that have been in active circulation in the last four to eight years)?

Yes, CTGs.

If you are unhappy with the information received in response to this request, please address your complaint to the Patient Affairs Office at Milton Keynes Hospital NHS Foundation Trust, Standing Way, Eaglestone, Milton Keynes MK6 5LD. If, after exhausting our internal process, you are still unhappy with the information received, you may write to the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

If you need any further assistance, please do not hesitate to contact us at the address above.

Yours sincerely

Freedom of Information Team Lead
For and on behalf of Milton Keynes Hospital NHS Foundation Trust

Any re-use of this information will be subject to the
'Re-use of Public Sector Information Regulations' and best practice.