

Reference:	FOI.9906.22
Subject:	Scanning of documents
Date of Request:	26 September 2022

Requested:

1. Does the council have a dedicated on-site scanning team for paper records?
 - a. If so, how many FTE are within the team?
 - b. What volumes are the team scanning on a daily/weekly/monthly/annual basis?
 - c. Are the team scanning legacy records or day forward, or both?
 - d. What hardware & software is used by the team?
 - e. Is the hardware leased, rented or was it purchased outright?
 - f. Who is responsible within the council for the procurement of hardware and software?
Please supply contact details.

2. If the council does not have a dedicated on-site scanning team, is there a contract for outsourced document scanning provisions?
 - a. If so, who is this contract with?
 - b. What is the value of the contract?
 - c. When is the contract due for renewal?

3. Does the council have on-site facilities to store paper records?

4. Does the council have contract(s) for off-site storage?
 - a. If so, who is the contract with?
 - b. Does the contract include scan on demand or digitising services?
 - c. If so, what volumes of pages / images are scanned daily/weekly/monthly/annually?
 - d. What is the annual cost for outsourced scanning – either on-demand or scheduled?

5. Are there departments within the council that scan their own documents locally?
 - a. If so, what hardware and software is used to manage this?
 - b. Are volumes captured? If so, what are they?
 - c. What types of documents are scanned?

6. Who in the council is responsible for records / document management programmes/systems?
Please provide contact details

7. Who in the council manages the contract(s) relationships with hardware providers and outsourced storage or scanning providers? Please provide contact details

Response:

Hywel Dda University Health Board (UHB) has provided responses to your request in its capacity as a Local Health Board within NHS Wales, not as a council.

1. The UHB does not have a dedicated scanning team.
 - a. – f. Not applicable

2. The UHB has three contracts with outsourced providers, the table below provides the details of the contracts held.

Provider	Contract value	Contract expiration
Swiss Post	£496,998 + VAT	31 March 2023
Ricoh	£499,058 + VAT	
Restore	£499,953 + VAT	

3. The UHB's Health Records Department has designated storage facilities at each of its main hospital sites.
4. The UHB does have a contract for offsite storage.
 - a. The contract for offsite storage is with R&A properties
 - b. The contract does not utilise a scan on demand or digitising service.
 - c. – d. Not applicable
5. The UHB's Accident and Emergency Departments scan their own documents.
 - a. Intelligent software is not utilised to perform this activity. The departmental multifunction printer is used to scan the documents into a restricted access shared drive.
 - b. The volumes of scanned documents are not captured.
 - c. The departments scan individual attendance records, nursing notes, medication charts, medical/surgical clerking proformas and test results in the form of Electrocardiograms.
6. Anthony Tracey, Digital Director, is responsible for document management programmes and systems, and can be contacted on Anthony.tracey@wales.nhs.uk.
7. Anthony Tracey, Digital Director, is responsible for the management of contract relationships with hardware providers and outsourced storage and scanning providers. His contact details are provided above in response to question 6.