

Ref: FOIA Reference 2019/20-453

**Royal Stoke University Hospital**  
**Quality, Safety and Compliance Department**  
Newcastle Road  
Stoke-on-Trent  
Staffordshire  
ST4 6QG

Date: 18<sup>th</sup> November 2019

Email [foi@uhnm.nhs.uk](mailto:foi@uhnm.nhs.uk)

Dear

I am writing in response to your email dated 30<sup>th</sup> October 2019 requesting information under the Freedom of Information Act (2000) regarding storage processes and retention periods.

As of 1<sup>st</sup> November 2014 University Hospitals of North Midlands NHS Trust (UHNM) manages two hospital sites – Royal Stoke University Hospital, and County Hospital (Stafford). Therefore the response below is for the two sites combined from that date where appropriate.

**Q1 Under Freedom of Information please can the Trust provide the following information in order to support a subject access request?**

**Storage & Retention of information**

**Please provide:**

- 1. A list and copies of policies/procedures etc. relating to storage processes and retention periods of any information relating to a patient (directly or indirectly)**

A1 Please see below:

1. Multi-Disciplinary Health Records Policy RE01 (attached)
2. I can confirm that the Trust holds information regarding NHS Retention schedule, but feel this information is exempt under section 21: *information reasonably accessible by other means*. This is because the information is available via: Retention schedule based on the Information Governance Alliance Records Management Code of Practice for Health and Social Care 2016: found at the following link.

<https://digital.nhs.uk/data-and-information/looking-after-information/data-security-and-information-governance/codes-of-practice-for-handling-information-in-health-and-care/records-management-code-of-practice-for-health-and-social-care-2016>

3. Standard operating procedure for the destruction of notes (Attached)

**Q2 Please can this cover electronic information, emails (archived or otherwise) or paper based information?**

A2 The above covers the medical records of patients (electronic and paper based) but would not include emails

**Q3 Please can you provide storage and retention information by type of information, e.g. meetings of any type**

A3 As per answer 1: refer to records management code of practice

**Q4 Please can you provide storage and retention information by type of department - the focus primarily being ward or areas directly associated with a ward?**

A4 As per Answer 1

**Q5 Is all information centralised routinely by wards, or associated area, if a patient is discharged/dies?**

A5 All information relating to the clinical care of a patient will be filed within the patients' medical record

**Q6 Would there be any examples of documents that contain more than one patient? If so, how would such information be stored or retained?**

A6 As per Answer 1

**Q7 Would there be any exceptions to how/where, when and for how long information is stored/retained at ward/areas directly associated with the ward?**

A7 As per answer 1

**Q8 Is there a consistent approach across the hospital or would it differ between areas, therefore you needing more details?**

**Please could the current policies/procedures be provided (as at 28/10/19)?  
Should these policies/procedures have been reviewed since December 2017, please could you also provide previous versions?**

A8 As per answer 1

\*Please note that any individuals identified do not give consent for their personal data to be processed for the purposes of direct marketing.

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An anonymised copy of this request can be found on the Trust's disclosure log, please note that all requests can be found at the following link: <http://www.uhnm.nhs.uk/aboutus/Statutory-Policies-and-Procedures/Pages/Freedom-of-Information-Disclosure-Log.aspx>

This letter confirms the completion of this request. A log of this request and a copy of this letter will be held by the Trust.

If you have any queries related to the response provided please in the first instance contact my office.

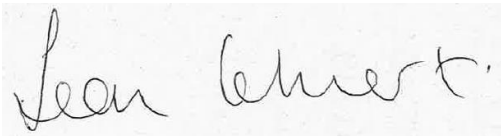
Should you have a complaint about the response or the handling of your request, please also contact my office to request a review of this. If having exhausted the Trust's FOIA complaints process you are still not satisfied, you are entitled to approach the Information Commissioner's Office (ICO) and request an assessment of the manner in which the Trust has managed your request.

The Information Commissioner may be contacted at:

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF or via [www.ico.org.uk](http://www.ico.org.uk).

If following review of the responses I can be of any further assistance please contact my secretary on 01782 676474.

Yours,



Jean Lehnert  
**Information Governance Manager**