



Wrightington, Wigan and Leigh Teaching Hospitals

NHS Foundation Trust

Information Governance Department

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Wigan
WN1 1XX

Email: foi@wwl.nhs.uk

Web: www.wwl.nhs.uk

Ref: FOI/2025/10546

Date Received: 20th February 2025

Response Due: 20th March 2025

Date: 18th March 2025

Dear Sir/Madam

With reference to your request for information received on 20th February 2025, I can confirm in accordance with Section 1 (1) of the Freedom of Information Act 2000 that we do / do not hold the information you have requested. A response to each part of your request is provided below.

In your request you asked:

Paper Medical Records Management

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

992,608 onsite and external storage providers.

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).

3.

How many off-site record libraries are there?

1.

Is records management outsourced for some paper medical records?

Yes.

Is records management outsourced for all paper medical records?

No.

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

Trust managed = 873,177.

Outsourced storage = 119,431.

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

Restore Records Management.

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

Data Processor.

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

For the period April 22 – March 23 = 0 as the Trust only started destroying again in November 2023

For the period April 23 – March 24 = 3,990.

Was destruction undertaken by a BS15713 provider?

Internal by WWL Trust.

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

BS15713:2023.

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

No.

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.

If you are not entirely satisfied with this response, please do not hesitate to contact the Information Governance Department via the email address provided. If we do not hear from you within 40 days, we will assume that we have been able to accommodate your request under the Freedom of Information Act 2000.

Yours sincerely,



Sarah Brennan
Chief Operating Officer

PLEASE NOTE:

If you are unhappy with the service you have received in relation to your request and wish to make a complaint or request a review of our decision, you should write to: Information Governance Department, Wrightington, Wigan and Leigh NHS Foundation Trust, Suite 9, Buckingham Row, Brick Kiln Lane, Wigan, WN1 1XX.

If you are not content with the outcome of your complaint, you may apply directly to the Information Commissioner for a decision at:

The Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire, SK9 5AF

Helpline number: 0303 123 111