



Kent and Medway
NHS and Social Care Partnership Trust

Information Governance & Records Management Department

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Sent via email

Dear [REDACTED]

Request for Information

I write further to your request FOI ID 51473 under the Freedom of Information Act 2000 regarding: -

EDMS

Your request is set out below:

How is content added to your eDMS? (Please delete as appropriate) ☐ Scanned Internally by Trust Staff ☐ Scanned Internally by a Company ☐ Scanned Externally by a Company ☐ Digital Documents Uploaded by Trust Staff ☐ Digital Documents Fed Through From Other Systems

If records are scanned internally by Trust staff, is this undertaken via a centralised scanning bureau or departmentally?

If some, or all records are scanned externally, what is the scanning service provider(s) company name(s)?

What is the scanning service provider's contract expiry date?

If some, or all records are scanned via an internal, centralised scanning bureau, please specify the scanning hardware manufacturer and device models that are in use (e.g. "Falcon Scanners by Opex Corporation").

If some, or all records are scanned internally at a departmental level, please confirm if desktop scanners or Multi-Function Devices (MFDs) are used. (Please delete as appropriate) ☐ Desktop Scanner ☐ Multi-Function Device (MFD)

Please specify the scanning hardware manufacturer and device models that are in use at a departmental level

KMPT do not have an eDMS and therefore cannot provide the requested information

I confirm that the information above completes your request under the Freedom of Information Act 2000. I am also pleased to confirm that no charge will be made for this request.

If you have any questions or concerns or are unhappy with the response provided or the service you have received you can write to the Head of Information Governance at the address on top of this letter. If you are not content with the outcome of your complaint, you may apply directly to the Information Commissioner for a decision.

We are proud to be smoke free

Trust Chair – Dr Jackie Craissati
Chief Executive – Sheila Stenson

Yours Sincerely

On Behalf of
The Information Governance Department