

<b>File reference</b>	W18FOI618
<b>Key words</b>	Document Management Information
<b>Date of release</b>	21/03/2019
<b>Attachments</b>	Yes

## Freedom of Information Act Disclosure log - Reply Extract

You asked

Under the Freedom of Information Act, I would like to request information covered under the points:

- 1. Details of the document management/workflow system you use broken down by supplier;**

Microsoft Sharepoint and Open Text Documentum

- 2. The original date of purchase or contract start date(s) for your document management/workflow system;**

Sharepoint was purchased in 2010, there is no contract for this. Documentum was purchased and contracted for 5 years on 27/12/2013.

- 3. Details of how you digitise your documentation whilst ensuring that information is GDPR compliant;**

Files are uploaded to Sharepoint. Paper records are scanned into Documentum using Kodak CapturePro and Open Migrate solutions.

- 4. Details of expenditure on document management for the year 2016, 2017 and 2018 broken down by supplier;**

Open Text Documentum via CDW at a cost of £104,450 per annum.

- 5. Details of your document management/workflow contracts due to expire up until 2020, broken down by supplier and date;**

Open Text Documentum via CDW.

- 6. If relevant, what is the cost of your annual support and maintenance for the year 2016, 2017 and 2018 for your document management/workflow systems;**

Open Text Documentum via CDW at a cost of £104,450 per annum.

**7. Details of software solutions/apps you use broken down by supplier;**

Please see attachment.

Due to technical constraints, the Trust is unable to upload the attachment relating to this request. To obtain this please email [plh-tr.FOI-requests@nhs.net](mailto:plh-tr.FOI-requests@nhs.net), quoting the file reference.

**8. The original date of purchase or contract start date(s) for your current document management/workflow system;**

Documentum 27/12/2013.

**9. Details of expenditure on software solutions and apps for the year 2016, 2017 and 2018 broken down by software solutions supplier;**

The Trust does not hold the information in a format that allows for its extraction within the 18 hour limit specified in the Act and consequentially we are refusing this part of your request. Please refer to the legal noted below. The Trust has estimated it would take 40 hours.

**10. Details of software and app contracts due to expire up and until 2020, broken down by supplier and date;**

See response to Q9

**11. If relevant, what is the cost of annual support and maintenance for the year 2016, 2017 and 2018 for your software solutions and app contracts;**

See response to Q9

**12. Details of your main challenge in regards to efficient document management;**

The Trust does not hold this information in a recorded and approved format; falling beyond the scope of the Act.

**13. Details of expenditure for document storage for the year-2016, 2017 and 2018 broken down by date and storage method;**

See response to Q9

**14. Details on how you capture and retract important information from scanned/digital documents along with the software and supplier used.**

See response to Q9

**Legal Notes:** University Hospitals Plymouth NHS Trust (UPHT) is confirming in accordance with section 1 (a) of the Act that it does not hold the information requested in any collated format. The Trust could not locate, extract and collate such information as requested within the limitations of the Act. Based on a rate of £25 per hour, in accordance with the Fees Regulations, we estimate that it will cost in excess of £450 to locate, retrieve and extract the information you have requested. This sum exceeds the appropriate limit of £450 as defined in the Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004.

It is therefore considered exempt from supply in accordance with section 12(1) of the Act – Request exceeds the appropriate limit by virtue of section 13.-(1)(a) – The Cost of Compliance exceeds the appropriate limit.

**For your reference the term Document Management/Workflow Systems refers to the systems you use to track, manage and store documents and reduce paper (document management) and the systems and or processes you use to manage your repeatable, day to day tasks (workflow).**

**A Software Solution is a software deployment model that allows the users to access a specific application or module that is hosted by the vendor as needed.**

**An app is an application downloaded by a user to a mobile device that is link to your managed print devices eg your printer that allows candidates to work remotely but also increase productivity by being able to connect applications for a computing device to a printer.**

**Attachments included: No**