

Witness Name: Eric Sanders

Statement No.: WITN7125001

Exhibits: WITN7125002 -

WITN7125011

Dated:

INFECTED BLOOD INQUIRY

WRITTEN STATEMENT OF ERIC SANDERS, ON BEHALF OF UNIVERSITY HOSPITALS BRISTOL AND WESTON NHS FOUNDATION TRUST

I provide this statement in response to a request from **NOT RELEVANT** from the Infected Blood Inquiry team for the production of documents and information under Rule 9(2) of the Inquiry Rules 2006 dated 9 June 2022.

I, Eric Sanders, will say as follows: -

1. What policies, if any, relating to the destruction or retention of medical records did University Hospitals Bristol and Weston NHS Foundation Trust, or the individual hospitals that now make up the Trust, have in place during the time period 1980-present? If so, please supply copies of any such policies.

1.

Title of Policy	Version	Published	Expiry
Health Records Policy	v1.0	January 2003	January 2005
Health Records Policy	v1.a	January 2005	January 2007

Health Records Policy	v2.0	July 2007	July 2009
Health Records Policy	v3.0	July 2009	July 2010
Health Records Policy	v9.0	18/08/2014	15/08/2016
Health Records Policy (went obsolete 30/11/21)	v13.0	12/12/2018	12/12/2020
Corporate Records Management and Retention Policy	v3.0	17/02/2016	16/02/2019
Corporate Records Management and Retention Policy	v4.1	09/07/2018	09/07/2019
Corporate Records Management and Retention Policy (extended to 30/09/22)	v4.2	22/08/2018	31/07/2021

2. Were there any archives which backed up records which were subsequently destroyed, for example on microfiche or elsewhere?

If so, please outline:

- i) the nature of records held in these archives;***
- ii) To which period the records kept refer to (for example patient admissions dated X-Y);***
- iii) The projected time frame to maintain these archives.***

2. The Trust has a historic scanning system which was called 'Aurora', later to become Document 1. The records held in this repository are available via our internet portal and will soon be incorporated into our Electronic Document System.

The Trust also historically commissioned an external scanning contractor and also used a company called Gateway. These records are all available on our Casenote tracking system.

3. How often were the relevant practices reviewed and who was responsible for reviewing and updating the policies in place?

3. Policies are reviewed in line with their specified review period, usually this is on a 3 year cycle, or unless there are changes that require them to be updated sooner.

4. To the best of your knowledge, were any records disturbed, misplaced or destroyed because of an incident that occurred to the storage environment, for example, fire, flooding or otherwise unforeseen events. If so, were the policies/guidelines governing storage of medical records subject to review following any such incidents so as to prevent any future recurrences?

4. We are not aware of any such events.

5. In relation to changes, updates and improvements of the Trust's policies over the time period, please explain to the best of your knowledge what these were driven by, for example any Government guidance provided.

5. Policies are updated following changes to National policy by NHS England and the Government's Department for Health & Social Care.

6. The Inquiry is aware that in your prior Rule 9 response, you refer to the NHS England Corporate Records Retention and Disposal Schedule 2019. This states a standard 10 year retention time for operating policies and procedures. To what extent does this apply to the Trust medical records?

6. For medical records please refer to the retention schedule in the NHSX Records Management Code of Practice 2021: Records Management Code of Practice 2021 - NHS Transformation Directorate (WITN7125005).

Statement of Truth

I believe that the facts stated in this witness statement are true.

Signed GRO-C

Dated 07/09/2022

Table of exhibits:

Date	Notes/ Description	Exhibit number
January 2003	Health Records Policy v1.0 (Jan 2003 - Jan 2005)	WITN7125002
January 2005	Health Records Policy v1.a (Jan 2005 - Jan 2007)	WITN7125003
July 2007	Health Records Policy v2.0 (July 2007 - July 2009)	WITN7125004
July 2009	Health Records Policy v3.0 (July 2009 - July 2010)	WITN7125005
18/08/2014	Health Records Policy v9.0 (18/08/2014 - 15/08/2016)	WITN7125006
12/12/2018	Health Record Policy v13.0 (12/12/2018 - 12/12/2020)	WITN7125007

17/02/2016	Corporate Records Management and Retention Policy v3.0 (17/02/2016 - 16/02/2019)	WITN7125008
09/07/2018	Corporate Records Management and Retention Policy v4.1 (09/07/2018 - 09/07/2019)	WITN7125009
22/08/2018	Corporate Records Management and Retention Policy (extended to 30/09/22) v4.2 (22/08/2018 - 31/07/2021)	WITN7125010
August 2021	Records Management Code of Practice 2021 - NHS Transformation Directorate	WITN7125011