

**RETRIEVAL OF INFORMATION**

**A member of staff may only perform this task if authorised to do so by the individual in charge of the working area**

**INTRODUCTION****ACCESS TO THE ARCHIVE ROOM FOR RETRIEVAL OF INFORMATION**

The Archive Officer is responsible for the database section of this procedure. To maintain confidentiality, the Archived Information Authorisation Request form (FCL 037) must be completed.

**SAFETY PRECAUTIONS**

N/A

**MATERIALS/EQUIPMENT**

N/A

**PROCEDURE****DATABASE**

**N.B.** In order to ensure the correct code is being used when searching for a document a search may need to be done in the Primerec Database. (See SOP: 016/FAC Section 6).

**ALL DEPARTMENTS**

1. To access Archived information the 'Archived Information Authorisation Request' Form should be completed and signed (FCL 037). This form will be kept in the 'Information Viewing Log' folder in the archive room once complete.
2. Upon receipt of a retrieval request the archive officer will arrange a convenient time to meet the member of staff requesting the retrieval; in the archive room. The archive officer will retrieve the key for the archive room located in the 'key issue file' (FCL 026),
3. Open the TMT Imagebase Database shown on the left hand side of the screen.

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4. Click onto "type" on the right hand side of the screen, type in required code (listed on attachment 1) and press search. A list of CD numbers will appear on the screen, choose the record that is required and make a note of the CD number on attachment 1. The CD's are stored in the Archive Room in the cabinet provided. A master copy CD is retained by the archiving company off site.
5. Place the CD in the CD Drive and click onto CD on the right hand side of the screen, type in CD number and press search. A list of records will be shown on screen, click on required record and open.
6. The person requesting the retrieval will then search for the documents they require.
7. To print the record click onto print icon at the top of the screen, to close record click **X** on the right hand side of the screen. When completed, return the CD/s to cabinet in archive room. The confidentiality and security of any documents printed is the responsibility of the viewer. To be destroyed or kept securely in accordance with records management procedure **MP-018**.
8. Once complete, the archive officer will ensure all CDs are returned to the filing cabinet in the correct order and locked away, then sign FCL 037 and file the document in the file marked 'Archived Information Authorisation Request'.
9. Clinical Services

Clinical services will have their own dedicated members of staff for their retrievals (as listed in the training record file). The viewer will produce form FCL 037 to a member of Facilities, who will then give access to the Archive Room and locate the CD. Once the retrieval is complete, the CD will be returned to the facilities officer who will then return it to the correct filing cabinet and sign FCL 037 before filing it.

## ATTACHMENTS

Attachment 1 - **DELETED** - Archived Information Authorisation Request Form (Now FCL 037)  
Attachment 2 - **DELETED** - List of Authorised Signatories for accessing Archived Information

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