

Information Assets			
Type	Format	Department	
Health Records	Paper & electronic	All clinical areas	
Personnel records	Paper & electronic	All areas	
Clinical systems	Electronic	Clinical areas	
Minutes of meetings	Paper & electronic	All areas	
Patient Information Systems	Electronic	Clinical areas	
Rotas	Paper & electronic	Clinical areas	
Reports	Paper & electronic	All areas	
Working Group papers	Electronic	Corporate	
Membership records	Paper & electronic	Corporate	
Incident database	Electronic	Chief Quality Officer	
Building Management systems		Estates	
Site plans		Estates	
Project plans		Estates	
Equipment maintenance records		Estates	
Operational records	Paper	Various	
Emergency Planning documentation	Paper & electronic	Emergency Planning	
Medical equipment records	Paper & electronic	Equipment services	
Ordering system	Electronic	Procurement	
Ordering system	Electronic	Finance	
Contracts database	Electronic	Procurement	
Invoices	Paper	Finance	
Ledgers	Electronic	Finance	
Policies and Procedures	Electronic	All areas	
Annual accounts	Paper & electronic	Finance	
VAT Files	Electronic	Finance	
Insurance details		Finance	
Fixed asset list	Electronic	Finance	
Capital projects	Electronic	Finance	
Valuation of Land & Buildings	Electronic	Finance	
Road Traffic Accident database	Electronic	Finance	
Patient property records (deceased)	Paper	Finance	
Control accounts Journals			
Contracts with other parties	Paper	Finance	
Contract invoices		Finance	
Payroll data	Electronic	Finance	
Budget information	Paper	Finance	
IT Project documentation	Electronic	Health Informatics	
Training records	Electronic	HR	
Library book stock	Paper	HR	
Library journal stock	Paper	HR	
Library card database	Electronic	HR	
Library Membership database	Electronic	HR	
Medical staffing & education records	Electronic	HR	
GP Deanery database	Electronic	HR	
KSS Deanery database	Electronic	HR	
Recruitment records		HR	
Staff Bank system	Electronic	HR	
Electronic staff record	Electronic	HR	
Job plans	Electronic	Medical Director	
Clinical audits	Paper & electronic	Medical Director	
Ward performance database	Electronic	Nursing	
Patient surveillance database	Electronic	Nursing	
Safeguarding databases	Electronic	Nursing	
Bed occupancy system	Electronic	Operations	
Car parking system	Electronic	Facilities	
Stock lists (drugs)		Pharmacy	

Clinical trial files	Paper	Pharmacy	
Admission books	Paper	All wards	