

Freedom of Information Act 2000 disclosure log entry

Reference

19-20052

Date sent

26/06/2019

Subject

Corporate Records Audit 2018-19

Details of enquiry

grateful if you could send me the following documents (if you hold them)

1. Corporate Records Audit Process
2. Corporate Records Audit report for 2018/19

Response Sent

1. Corporate Records Audit Process

There is no separate documented process under which the Governance Manager undertakes the audit of corporate records beyond that set out in the Trust Corporate and Directorate of Education & Training Records Procedure. It is however expected that the individual performing the audit would follow similar process to that set out in section 6 of our Health Records Audit Procedure.

The two procedures are publically available on our website :

<https://tavistockandportman.nhs.uk/about-us/governance/policies-and-procedures/>

2. Corporate Records Audit report for 2018/19

Due to change over of staff there was no audit of corporate records during the 2018/19 period.