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## Access to the Patient Records of St Audry's Hospital and St Clement's Hospital

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### INTRODUCTION

The Ipswich branch of Suffolk Record Office holds the archive collections for St Audry's Hospital, Melton (ID407) and St Clement's Hospital, Ipswich (ID408), both of which include an excellent series of patient records.

The site and buildings of St Audry's were formerly those of the House of Industry for the Loes and Wilford Hundred Incorporation formed in 1765. In 1827 the building became the Suffolk County Asylum and received patients from across the whole of the county, including the West and North-East. In 1907 it was named the Suffolk District Asylum and, from 1916 it was known as St Audry's Hospital for Mental Diseases. In 1972 it amalgamated with St Clement's Hospital to form the East Suffolk Health Authority. It closed in 1993.

St Clement's Hospital was built as the Ipswich Corporation Asylum and opened on 2 August 1870, to cater for 200 patients. Contractual arrangements were made to receive patients from other boroughs and counties, as well as private patients, and the revenue that these two classes of patient brought in paid off the capital outlay on the original buildings. Additions were made to the building over the years to increase the accommodation culminating in the redevelopment of the hospital in 1978.

### ACCESS TO PATIENT RECORDS – OBTAINING PERMISSION

The patient records include admission, discharge and transfer registers, registers of death, registers of patients, case files, day books and medical registers.

**The patient records are closed for 100 years after the last date in the file as they contain sensitive personal information**

Written permission will be required for access to these closed records. You should apply in writing to Debbie Thorley, DPA & FOI Administrator, Compliance Team, Norfolk & Suffolk NHS Foundation Trust, Kestrel House, Hellesdon Hospital, Drayton High Road, Norwich, NR6 5BE [dpa@nsft.nhs.uk](mailto:dpa@nsft.nhs.uk)

You will need to provide as many of the following details as possible:

- Name of the person whose records you are seeking access to
- Any other identifying information you may have such as a date of birth, date of death, admission date to hospital

## ACCESS TO PATIENT RECORDS – THE RESEARCH SERVICE

The patient records are compiled in such a way that more than one patient's information is given on a page. Therefore a paid search of these records by Suffolk Record Office staff is required to isolate the patient information you have permission to access.

There is an hourly charge for this research. The initial search would normally be completed within the hour. If our findings suggest there are further documents which may also yield results, then we will notify you so that you can decide whether you wish to undertake any further research (which will incur an additional charge).

Once you have received written permission from the NHS Trust send it with a covering letter and your remittance to Ipswich Record Office at the address given below. Please ensure your covering letter gives as much detail as possible. It should certainly include the following:

- Name of the person whose records you are seeking access to
- Any other identifying information you may have such as a date of birth, date of death, admission date to hospital
- An idea of what you hope to find out about the patient i.e. length of stay in hospital or reason for admission.

Payment may be made by cheque (please make payable to Suffolk County Council) or by credit/debit card. Please see our website pages at <http://www.suffolkarchives.co.uk/services/research-service/> for details of how to download and print off a form. The research fee is payable even if we fail to find details of the person in whom you are interested. Requests for research may take up to four weeks to complete.

Please note that the St Audry's and St Clement's records may contain distressing information and a search should not be undertaken lightly.

## ACCESS TO YOUR OWN RECORDS

If you were a patient at either hospital and you wish to have access to your own records then you need to contact the NHS Trust direct and put in a 'Subject Access Request'.

### Bury Record Office

77 Raingate Street, Bury St Edmunds, IP33 2AR

Telephone: 01284 741212

Email: [bury.ro@suffolk.gov.uk](mailto:bury.ro@suffolk.gov.uk)

### Ipswich Record Office

Gatacre Road, Ipswich, IP1 2LQ

Telephone: 01473 263910

Email: [ipswich.ro@suffolk.gov.uk](mailto:ipswich.ro@suffolk.gov.uk)

### Lowestoft Record Office

Clapham Road, Lowestoft, NR32 1DR

Telephone: 01502 674680

Email: [lowestoft.ro@suffolk.gov.uk](mailto:lowestoft.ro@suffolk.gov.uk)

Suffolk Archives website:

[www.suffolkarchives.co.uk](http://www.suffolkarchives.co.uk)

### Opening hours

Monday, Tuesday, Thursday, Friday, Saturday:

9.30am – 4.30pm

Wednesday and Sunday: Closed

If you need help to understand this information in another language please call 03456 066 067

Se precisar de ajuda para ler estas informações em outra língua, por favor telefone para o número abaixo.

Portuguese

Jeżeli potrzebujesz pomocy w zrozumieniu tych informacji w swoim języku zadzwoń na podany poniżej numer.

Polish

এই লেখাটি যদি অন্য ভাষাতে বুঝতে চান তাহলে নিচের নম্বরে ফোন করুন

Bengali

Jeigu jums reikia šios informacijos kita kalba, paskambinkite 03456 066 067

Lithuanian

Dacă aveți nevoie de ajutor pentru a înțelege această informație într-o altă limbă, vă rugăm să telefonați la numărul 03456 066 067

Romanian

Если для того чтобы понять эту информацию Вам нужна помощь на другом языке, позвоните, пожалуйста, по телефону 03456 066 067.

Russian

If you would like this information in another format, including audio or large print, please call 03456 066 067.

