

This matter is being dealt with by:

Name Jilly Walden

Reference: NCC-032897-18

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**Nottinghamshire
County Council**

20th August 2018

**Request for Information: Ref NCC-032897-18
Document Scanning**

Thank you for your request for information relating to document scanning. I can now let you have the following information in response to the questions you raised.

1 Does the council have a dedicated on-site scanning team for paper records? Yes

a: If so, how many FTE are within the team? 6

b: What volumes are the team scanning on a daily/weekly/monthly/annual basis? 1.5 million Pages per year

c: Are the team scanning legacy records or day forward, or both? Both

d: what hardware & software is used by the team? Kodak & Kofax

e: Is the hardware leased, rented or was it purchased outright? Purchased outright

f: Who is responsible within the council for the procurement of hardware and software?

Please supply contact details. NCC Procurement, also Ivan Rockley email

ivan.rockley@nottscc.gov.uk

2: If the council does not have a dedicated on-site scanning team, is there a contract for outsourced document scanning provisions? N/A

a: If so, who is this contract with? N/A

c: What is the value of the contract? N/A

d: When is the contract due for renewal? N/A

3: Does the council have on-site facilities to store paper records? No

a: If so, how many FTE manage the facility? Not an NCC facility, as this provision is outsourced

b: What is the cost to the council monthly/annually? N/A

4: Does the council have contract(s) for off-site storage? Yes

a: If so, who is the contract with? Culture, Learning and Libraries (Midlands), trading as Inspire, is a Community Benefit Society registered under the Co-operative and Community Benefit Societies Act 2014. The Society's register number is 7139

A1: What is the annual cost of off-site storage for the council? £144,000

b: Does the contract include scan on demand or digitising services? No

c: If so, what volumes of pages / images are scanned daily/weekly/monthly/annually? N/A

d: What is the annual cost for outsourced scanning – either on-demand or scheduled?

N/A

5: Are there departments within the council that scan their own documents locally? Yes

a: If so, what hardware and software is used to manage this? Ricoh MFDs / Inepro ScanPro and OCR

b: Are volumes captured? If so, what are they? 235k p.a

c: What types of documents are scanned? Varies, information not held

6: Who in the council is responsible for records / document management

programmes/systems? The Service Director for Customers, Governance and Employees is the Senior Information Risk Owner. Individual Service Directors have the role of Information Asset Owner and have responsibility for information in their directorates. Where these systems are discrete to a directorate the same individual will typically be the System Owner. You may wish to refer to our [Information Governance Framework](#) for more details regarding specific roles and responsibilities within the Council.

7: Who in the council manages the contract(s) relationships with hardware providers and outsourced storage or scanning providers? A: Please provide contact details

Scanning Hardware: Ian Hardy, email ian.hardy@nottscc.gov.uk

Scanning Software: Ivan Rockley, email ivan.rockley@nottscc.gov.uk

Storage: see above

We hope this now satisfies your request, and should you have any further enquiries please do not hesitate to contact me directly using the contact details below. In addition and for future reference Nottinghamshire County Council regularly publish previous Freedom of Information Requests and answers on our website, under Disclosure logs, available at the following link:

<http://site.nottinghamshire.gov.uk/thecouncil/democracy/freedom-of-information/disclosure-log/>

If you are unhappy with the service you have received in relation to your request and wish to make a complaint or request a review of our decision, you should write to the Team Manager, Complaints and Information Team, County Hall, West Bridgford, Nottingham, NG2 7QP or email complaints@nottscc.gov.uk.

Yours sincerely

Name Jilly Walden

Position Complaints information and Mediation Officer

Nottinghamshire County Council