



Reference: FOI-74

Request:

1. Does the council have a dedicated on-site scanning team for paper records?
 - a. If so, how many FTE are within the team?
 - b. What volumes are the team scanning on a daily/weekly/monthly/annual basis?
 - c. Are the team scanning legacy records or day forward, or both?
 - d. What hardware & software is used by the team?
 - e. Is the hardware leased, rented or was it purchased outright?
 - f. Who is responsible within the council for the procurement of hardware and software? Please supply contact details.

Answer: No

2. If the council does not have a dedicated on-site scanning team, is there a contract for outsourced document scanning provisions?
 - a. If so, who is this contract with?
 - b. What is the value of the contract?
 - c. When is the contract due for renewal?

Answer: No

3. Does the council have on-site facilities to store paper records?

Answer: The Authority does not have a dedicated on-site Archive facility; however, there is limited secure storage within the Authority for limited paper records.

4. Does the council have contract(s) for off-site storage?
 - a. If so, who is the contract with?
 - b. Does the contract include scan on demand or digitising services?
 - c. If so, what volumes of pages / images are scanned daily/weekly/monthly/annually?
 - d. What is the annual cost for outsourced scanning – either on-demand or scheduled?

Answer 4: Yes

- a. **Datatron**
- b. **Yes, this is a service that may be offered under the terms of the contract**
- c. **Not currently agreed or quantified, information not held.**
- d. **Not currently agreed or quantified, information not held.**

5. Are there departments within the council that scan their own documents locally?
 - a. If so, what hardware and software is used to manage this?
 - b. Are volumes captured? If so, what are they?
 - c. What types of documents are scanned?

Answer: Information not held.

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6. Who in the council is responsible for records / document management programmes/systems? Please provide contact details
7. Who in the council manages the contract(s) relationships with hardware providers and outsourced storage or scanning providers? Please provide contact details

Answer 6 & 7: **Jon Ritchie, Head of Resources**
Jon.ritchie@northtyneside.gov.uk

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