

Daniel Stonard

Royal Borough Kensington and Chelsea
Town Hall
Hornton Street
W8 7NX

FOI Reference: 1273397
Email: foi@rbkc.gov.uk
Date: 20 May 2019

Dear Mr Stonard

Freedom of Information Act 2000

Thank you for your recent request to the Council. You asked to be provided with the following information:

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.

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?

c: What is the value of the contract?

d: When is the contract due for renewal?

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

a: If so, how many FTE manage the facility?

b: What is the cost to the council monthly/annually? Include real-estate, FTE, systems and transport.

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

a: If so, who is the contract with?

A1: What is the annual cost of off-site storage for the council?

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?

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?

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

A: Please provide contact details

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

A: Please provide contact details

Response

This request is being handled under the Freedom of Information Act 2000.

I am writing to inform you that we have searched our records and some of the information you requested is not held by Royal Borough Kensington and Chelsea.

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

The Council is about to commence on a scanning project of paper records.

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

The Council has employed 3 temporary Scanner Operators.

b: What volumes are the team scanning on a daily/weekly/monthly/annual basis?

No volume data at present.

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

The team will scan legacy and day forward.

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

2 Falcon scanning desks and Pitney Bowes software.

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

The hardware and software solutions have been purchased outright.

f: Who is responsible within the council for the procurement of hardware and software? Please supply contact details.

Procurement in the Council is managed by the service areas. You can find more information on procurement within the Council following the link below.

<https://www.rbkc.gov.uk/business-and-enterprise/procurement/procurement>

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

NO

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?

YES

a: If so, how many FTE manage the facility?

1 FTE

b: What is the cost to the council monthly/annually? Include real-estate, FTE, systems and transport.

The facilities are within the Council's building.

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

NO

a: If so, who is the contract with?

N/A

A1: What is the annual cost of off-site storage for the council?

N/A

b: Does the contract include scan on demand or digitising services?

N/A

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?

KONICA scanning machines

b: Are volumes captured? If so, what are they?

No

c: What types of documents are scanned?

Various

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

A: Please provide contact details

Information Management Team - [@rbkc](#)

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

A: Please provide contact details

Procurement in the Council is managed by the service areas. You can find more information on procurement within the Council following the link below.

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Please quote the reference number 1273397 in any future communications.

If you are dissatisfied with the handling of your request, you have the right to ask for an internal review. Internal review requests should be submitted within two months of the date of receipt of the response to your original letter and should be addressed to:

Information Management Team
The Royal Borough of Kensington and Chelsea
The Town Hall, Hornton Street, London W8 7NX
Email: [@rbkc.uk](#)

If you are still dissatisfied with the Council's response after the internal review you have a right of appeal to the Information Commissioner at:

The Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire SK9 5AF

Telephone: 0303 123 1113

Website: www.ico.org.uk

I will now close your request as of this date.

Yours faithfully

Information Management Team