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Stoke Gifford  
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BS34 8SR

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[www.officeforstudents.org.uk](http://www.officeforstudents.org.uk)

21 January 2021

Dear Mr Acton,

**Request for information under the Freedom of Information Act 2000 (FOIA) 2021-270-FOI**

Thank you for your recent request for information under the Freedom of Information Act, which we have copied for your reference in Annex A.

The Act says that you are usually entitled to be told whether we hold any information that falls within the scope of your request and, if we do, to have that information provided to you except where it is covered by an exemption.

**Our response to your request**

Please see Annex A for our response.

**Appeals**

You have the right to appeal this decision. Details of our appeals process and what to do if you are unhappy with the outcome of that process are provided at Annex B.

Yours Sincerely,

FOI Team

## **ANNEX A: Your request**

Copied below is your request received for your reference:

**I am currently researching if any paper documents are currently being archived and would be most grateful if you would provide me, under the Freedom of Information Act, details in respect to the contract below. The details we require are:**

**Do you currently have any paper documents in storage?**

Yes, minimal quantity.

**If all your documents have been securely digitised, do you have any bespoke software to electronically access and manage scanned images?**

No.

**Who is the senior officer/s (outside of procurement) responsible for the management of physical records?**

Records Manager, [infomanagement@officeforstudents.org.uk](mailto:infomanagement@officeforstudents.org.uk)

## **ANNEX B: Copyright and Appeals**

The following section explains our standard approach to copyright, where applicable and provides details of our FOI appeals process in case you are dissatisfied with our response.

If you think that an exemption has been wrongly applied or you are otherwise dissatisfied with our response you may submit an appeal to OfS' FOI Appeals Panel. We will need to receive your appeal within forty working days of your receipt of this letter. After this time, we will consider your request for information closed.

Should you wish to appeal, please write to:

Freedom of Information Officer  
Office for Students  
Nicholson House  
Lime Kiln Close  
Stoke Gifford  
Bristol  
BS34 8SR

Or email us at: [foi@officeforstudents.org.uk](mailto:foi@officeforstudents.org.uk)

Please state the reasons for your appeal. The Chair of the Appeal Panel will contact you to advise you of the outcome. Further details of the internal appeal process are available on our web-site: <https://www.officeforstudents.org.uk/contact/how-to-request-information-from-us/how-to-appeal/> . A printed copy is available on request.

### **If you are unhappy with the outcome of your appeal to OfS**

Under section 50 of the Freedom of Information Act you have the right to complain to the Information Commissioner if you believe that your request has not been handled correctly. The Information Commissioner will not consider your complaint unless you have first been through our appeals process. The Information Commissioner can be contacted at:

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

Tel.: 0303 123 113 or 01625 545745

E-mail: [casework@ico.org.uk](mailto:casework@ico.org.uk) (please note that this e-mail may not be secure)

You can find out more about the Freedom of Information Act and how it affects you, from the Information Commissioner's website: <http://www.ico.org.uk/>.