

Mr Joel Benjamin
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Our ref: FOI/ E30538

Ask for: Information Governance

Date: 18/05/2018

Tel: 020 8430 2000

Fax: 020 8430 1504

Email:

information.governance@newham.gov.uk

Dear Mr Benjamin,

Freedom of Information Act 2000
Request for Information: Information Provided
Subject: Facilities Spending

We write with regard to your recent enquiry for information held by the Council under the provisions of the Freedom of Information Act 2000. We trust that the information provided is satisfactory.

For future reference we publish information on our website, including the Freedom of Information Publication Scheme and summary of Freedom of Information requests and responses that may be of help to you in searching for information. Our website is mentioned above.

It is important to note that under the Privacy and Electronic Communications (EC Directive) Regulations 2003 the Council asks not to receive unsolicited marketing communication.

Request

Please provide for the following financial years:

2016/17

2017/18

2018/19 (for the period April to 03 May)

- 1) Internal records, approval details, and paid invoices (where external) or administrative staff costings/hours (where internal) for batches of physical documents/ files destroyed via paper shredding by Newham Council
- 2) Detailed (descriptors) of batches of physical documents/ files destroyed via paper shredding by Newham Council;
- 3) Detailed (descriptors) of batches of physical documents/ files lists of documents rejected for paper shredding

For electronic files, please provide

- 4) Internal records, approval details, and paid invoices (where external) or administrative staff costings/hours (where internal) for batches of electronic files destroyed by Newham Council
- 5) Details (descriptors) of batches of digital files permanently deleted from LB Newham systems

Response

1. We do not centrally record this information and it would exceed the appropriate limit as set under Section 12 of the FOI Act to compile this data for the whole Council for the purpose of this FOI. Services maintain their own records and from the search we have conducted for one service, it is apparent an officer would need to cross match the information we hold on the destroyed files with other data and systems to provide you with all of the detailed information you have requested.

Under the Freedom of Information Act the Council has a right to refuse a request for information held if the cost of complying with a request exceeds the appropriate limit. The appropriate limit for local authorities is £450 or 2.5 days or 18 hours. We believe in this case such an exemption applies and has decided to refuse your request for information under section 12(1) of the Act.

12 Exemption where cost of compliance exceeds appropriate limit

(1) Section 1(1) does not oblige a public authority to comply with a request for information if the authority estimates that the cost of complying with the request would exceed the appropriate limit.

2. As above.
3. As above.
4. None for the years requested.
5. N/A

If you require any further information or are not happy with our response please do not hesitate to contact a member of our team on (020) 8430 2000 or email us at information.governance@newham.gov.uk.

Yours sincerely,

Information Governance
Newham Council