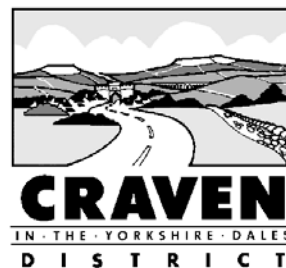


1 Belle Vue Square  
Broughton Road  
SKIPTON  
North Yorkshire  
BD23 1FJ



Mr. E James

[request-328213-a7ecfbea@whatdotheyknow.com](#)

Telephone 01756 706493  
[chudson@cravendc.gov.uk](mailto:chudson@cravendc.gov.uk)

Our reference Fol 2016/375 – Scanned Invoices

21 April 2016

Dear Mr E James

## Freedom of Information Act 2000

### Request for information

Further to your request for information received on 13 April 2016. We have already explained that this request is being dealt with in accordance with the Freedom of Information Act.

You asked for the following requests for information

Questions:

- 1) Do you currently have scanned electronic images of your accounts payable (AP) invoices?

Yes

- 2) If yes, when did you start scanning?

Nov 2011

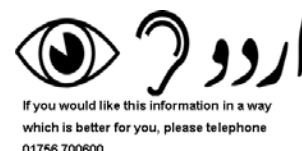
- 3) If no, are hard copy AP invoices stored on-site or stored off-site?

Hard copies also stored for a period.

If you are not happy with this response you may request an internal review by emailing [accesstoinfo@cravendc.gov.uk](mailto:accesstoinfo@cravendc.gov.uk) or by writing to the Freedom of Information Officer, Craven District Council, Belle Vue Square, Broughton Road, Skipton, North Yorkshire, BD23 1FJ. Any request for a review should be submitted within two months of the date of this letter.



Paul Shevlin, Chief Executive  
Calls may be recorded for training and monitoring purposes  
For general enquiries telephone 01756 700600  
[www.cravendc.gov.uk](http://www.cravendc.gov.uk)



If you would like this information in a way which is better for you, please telephone 01756 700600.

If you are not content with the outcome of the internal review, you may apply directly to the Information Commissioner's Office for a decision. Generally the Commissioner cannot make a decision unless you have exhausted our own complaints procedure. The Information Commissioner's Office can be contacted at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

Website: <https://ico.org.uk/>

Yours sincerely

Claire Hudson  
VFM and Improvement Manager