University of Hull
Hull, HU6 7RX
United Kingdom
E: dataprotection@hull.ac.uk
w: www.hull.ac.uk

Request Ref: 2824

FOI Request dated **29/03/2023** as follows -

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

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

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

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

5. *Are there departments within the University that scan their own documents locally?*
    1. *If so, what hardware and software is used to manage this?*
    2. *Are volumes captured? If so, what are they?*
    3. *What types of documents are scanned?*

6. *Who is responsible for records / document management programmes/systems? Please provide contact details*

7. *Who manages the contract(s) relationships with hardware providers and outsourced storage or scanning providers? Please provide contact details*

<u>**Response**</u>

1. Does the University have a dedicated on-site scanning team for paper records? **No each area scans own**
    1. If so, how many FTE are within the team? **n/a**
    2. What volumes are the team scanning on a daily / weekly / monthly / annual basis? **n/a**
    3. Are the team scanning legacy records or day forward, or both? **n/a**
    4. What hardware & software is used by the team? **n/a**
    5. Is the hardware leased, rented or was it purchased outright? **n/a**

6. Who is responsible within the organisation for the procurement of hardware and software? Please supply contact details. - **IT Procurement Manager Kev Sach - https://www.hull.ac.uk/work-with-us/more/supplying-our-university/procurement**

2. If the University does not have a dedicated on-site scanning team, is there a contract for outsourced document scanning provisions? **No**
    1. If so, who is this contract with? **n/a**
    2. What is the value of the contract? **n/a**
    3. When is the contract due for renewal? **n/a**

3. Does the University have on-site facilities to store paper records? **Yes**

4. Does the University have contract(s) for off-site storage? **Yes**
    1. If so, who is the contract with? **Microsoft / Box**
    2. Does the contract include scan on demand or digitising services? **No**
    3. If so, what volumes of pages / images are scanned daily/weekly/monthly/annually? **Info not held**
    4. What is the annual cost for outsourced scanning – either on-demand or scheduled? **Info not held**

5. Are there departments within the University that scan their own documents locally? **Yes**
    1. If so, what hardware and software is used to manage this? **Local SQL Servers, Network Storage, FileStream.**
    2. Are volumes captured? If so, what are they? **Unsure**
    3. What types of documents are scanned? **Personal, Finance & Archive documents.**

6. Who is responsible for records / document management programmes/systems? Please provide contact details - **IT Procurement Manager Kev Sach - https://www.hull.ac.uk/work-with-us/more/supplying-our-university/procurement**

    Please note for any future procurement queries please utilise the procurement page/contact - **IT Procurement Manager Kev Sach - https://www.hull.ac.uk/work-with-us/more/supplying-our-university/procurement**

7. Who manages the contract(s) relationships with hardware providers and outsourced storage or scanning providers? Please provide contact details **– as above**