

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

Response

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**