

[REDACTED]

16 December 2020

[REDACTED]

**Freedom of Information request: FOI2020/00419**

Thank you for your Freedom of Information request received on the 30 November in which you requested the following:

**Your request:**

*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:*

- 1. Do you currently have any paper documents in storage?*
- 2. If any paper documents are currently being stored, would you consider having your documents securely scanned by a reputable UK secure scanning company?*
- 3. If all of your documents have been securely digitised, do you have any bespoke software to electronically access and manage scanned images?*
- 4. Who is the senior officer/s (outside of procurement) responsible for the management of physical records?*

**Our response:**

I can confirm UK Research and Innovation (UKRI) hold some of the information relevant to your request. Please see the information below.

- 1. Do you currently have any paper documents in storage?*

Yes.

- 2. If any paper documents are currently being stored, would you consider having your documents securely scanned by a reputable UK secure scanning company?*

This question is outside the scope of the Freedom of Information Act as you are asking for an opinion, rather than for records held by UKRI.

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

This question is not applicable as not all of our records have been digitised.

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

We are exempting the name of the person or persons responsible for the management of physical records under section 40(2) of the FOIA. Disclosing this information would contravene the first Data Protection Principle as defined under Section 86 of the Data Protection Act 2018 and Article 5 of EU General Data Protection Regulation (GDPR) 2016.

Section 40(2) is an absolute exemption and does not require a public interest test.

The records management team can be contacted at [recordsmanagement@ukri.org](mailto:recordsmanagement@ukri.org).

If you have any queries regarding our response or you are unhappy with the outcome of your request and wish to seek an internal review of the decision, please contact:

Head of Information Governance

Email: [foi@ukri.org](mailto:foi@ukri.org) or [infogovernance@ukri.org](mailto:infogovernance@ukri.org)

Please quote the reference number above in any future communications.

If you are still not content with the outcome of the internal review, you may apply to refer the matter to the Information Commissioner for a decision. Generally, the ICO cannot make a decision unless you have exhausted the review procedure provided by UKRI. The Information Commissioner can be contacted at: <http://www.ico.gov.uk/>

If you wish to raise a complaint regarding the service you have received or the conduct of any UKRI staff in relation to your request, please see UKRI's complaints policy: <https://www.ukri.org/about-us/policies-and-standards/complaints-policy/>

Yours sincerely,

  
Information Governance  
Information Rights Team  
UK Research and Innovation  
[foi@ukri.org](mailto:foi@ukri.org) | [dataprotection@ukri.org](mailto:dataprotection@ukri.org)