



University of East Anglia

Information Services Directorate

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04 January 2018

Dear [REDACTED]

Freedom of Information Act 2000 – Information request (ref: FOI_17-302)

We have now considered your request of 10 December 2017 for the following information:

Below is my freedom of information request regards your use of scanners. Not multi-functional devices, but paper document scanners and document management systems. If you have any questions please feel free to email me at this address.

- *How many employees do you currently have?*
- *How many scanners (not multifunctional devices) do you currently have to scan paper based documents?*
- *Which brand do you use (i.e. Brother, Canon, Fujitsu, Kodak Alaris etc)?*
- *Which scanner model do you mainly use?*
- *Who supplies these scanners?*
- *Do you have a contract for these scanners?*
- *If so, when does this expire?*
- *What Document Management system(s) do you use?*
- *Which student record management system do you use?*
- *What is the name, job title, and email address of the person responsible for your scanner fleet?*

Unfortunately, on this occasion it is not possible to provide some of the requested information. We have determined that the cost of finding and assembling some of the requested information will exceed the 'appropriate limit' as defined by section 12 of the Act and the Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004/3244.

'The 'appropriate limit' of £450, which equates to 18 hours' work, can relate to one request in its entirety or to a series of linked requests. If the University cannot locate, retrieve and extract some or all of the requested information within the 18 hours we are not obliged to retrieve any of the requested information.

Specifically, it would require in excess of the appropriate limit to determine the number of non-MFD scanners currently in use at UEA and any of the related information you have requested in regards those devices. Such equipment is not purchased centrally nor is there a central inventory or record of such equipment.

Effectively, we would need to contact every administrative unit and School of Study within the University to determine the location of all non-MFD scanners. Together, this amounts to over 40 locations to contact and we estimate a minimum of 30 minutes per unit to locate and extract the requested information. This results in 30 hours of effort which is clearly in excess of the appropriate limit.

Unfortunately, as your interest clearly lies in non-MFD scanners, we are not in a position to offer any alternative related to non-MFD scanner information that would fall within the appropriate limit.

We can, however, advise that, as of December 2017, 3502 individuals were employed by UEA. We can also provide a response to any other question not linked to non-MFD scanners (e.g. other systems used).

You have the right of appeal against this decision. If you wish to appeal, please set out in writing your grounds of appeal and send to me at the address noted in the heading to this letter.

You must appeal our decision within 60 calendar days of the date of this letter. Any appeal received after that date will not be considered nor acknowledged. This policy has been reviewed and approved by the Information Commissioner's Office.

You also have a subsequent right of appeal to the Information Commissioner's Office. Further information is available on their website:

https://ico.org.uk/Global/contact_us, or by telephone on 0303 123 1113.

Please quote our reference given at the head of this letter in all correspondence.

Yours sincerely

Dave Palmer
Information Policy and Compliance Manager
University of East Anglia