

[REDACTED]

25 June 2015

Dear [REDACTED]

Freedom of Information Act 2000 – Information request (ref: FOI_15-098)

We have now considered your request of 21 May 2015 for information relating to the University's use of printers and MFDs. Our response is on page 2 of this letter, together with a copy of your request, and in the accompanying spreadsheet 'FOI_15-098 Appendix A'. We hope this will meet your requirements.

However, it is not possible to provide all the requested information. In line with your rights under section 1(1)(a) of the Act to be informed whether information is held, we confirm that the University does not hold some of the requested information. We have noted in our response below where information is not held.

Several of your questions ask for a 'Yes/No' response. On this occasion, we have provided responses to these questions. However, for future reference please note that public authorities are not required to answer a question if they do not already have the relevant information in recorded form.

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You have the right of appeal against this response. If you wish to appeal, please set out in writing your reasons for appealing and send to the above address. You must appeal 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

Ellen Paterson
Information Policy and Compliance Manager
University of East Anglia

Response to Freedom of Information Act 2000 request (FOI_15-098)

Q1. Please can you confirm the following questions regarding your current MFD & Printer contracts? What are the start and end dates? Is there an extension period?

High Volume Printer (Print Room) contracts:

Colour – 29th January 2015 to 28th January 2020

B&W – 30th June 2010 to 29th June 2015

There is no formal extension period for either contract.

Rest of University:

[Information not held - s.1(1)(a), Freedom of Information Act]

We do not hold a copy of the original agreement, however we believe the contract runs from 05 November 2012 to December 2016 (3 year contract plus 2 year extension).

Q2. How many MFD's do you currently have in use? How many printers do you have in use?

Print Room: 1 x Colour
2 x B&W

Rest of University:

MFDs: 161

Printers: ***[Information not held - s.1(1)(a), Freedom of Information Act]***

We do not currently hold recorded information showing how many printers are in use across the University.

Q3. What makes, models and specifications do you have?

Print Room:

Colour: Konica Minolta 1070P with ADF, Staple finisher, By pass tray, Large capacity Tray, embedded controller with Fiery Interface

B&W:

- a) Ricoh 1357EX Production printer, Scanner, Large Capacity Tray, 3000 sheet finisher, Hole punch 2/4, 2 tray interposer, Postscript3 unit
- b) Ricoh 1357EX Production printer, Scanner, Large Capacity Tray, Decurl unit, 3000 sheet finisher, Hole punch 2/4, 2 tray interposer, Postscript3 unit, Booklet maker with trimmer

Rest of University:

MFDs: See accompanying spreadsheet for a list of the MFD make and models.

[Information not held - s.1(1)(a), Freedom of Information Act]

We hold no recorded information listing the specifications for these MFDs, however note this information may be available from the manufacturers.

Printers: ***[Information not held - s.1(1)(a), Freedom of Information Act]***

See answer to question 2. With the exception of the Print Room machines (see above) the University holds no recorded information on the makes, models and specifications of any printers we may have.

Q4. *What is your current colour and mono volumes for MFD and printers PA?*

Print Room:

Colour: 450 k per annum

B&W: 5 M per annum

Rest of University:

MFDs: Colour: 3.3 M per annum

B&W: 29.5 M per annum

Printers: ***[Information not held - s.1(1)(a), Freedom of Information Act]***

Q5. *What is your MFD spend PA?*

Print Room: Rental and click costs £61,500 per annum

Rest of University:

Total rental cost per annum: £129,500

Total click cost per annum: Colour: £348,100

B&W: £311,300

Q6. *What is your printer spend PA including consumables and maintenance?*

Print Room: £61,000 (paper costs only)

Rest of University:

Printer Purchase and Maintenance: £28,941.83

Printer Consumables, Toners, Ink, Ribbons etc.: £135,766.14

Q7. *Do you use Document and or Record Management Software applications?*

Yes.

Q8. *Do you have mobile printing technologies and BYOD strategies?*

Yes.

Q9. *Do you have a print room for high volume print or do you outsource? How many FTE staff?*

Yes, the University has a print room employing 6 FTE staff.

Q10. *Do you have a design department? How many FTE staff?*

No.

Q11. *Do you have a mail room for mailing? How many FTE staff?*

Yes. There are 7 FTE staff in our Post and Portering team.

Q12. *Who controls these projects for the authority? E.g. ICT contact?*

The University's Purchasing Office.

Q13. *Will you be using a framework for the next procurement or will you be doing your own procurement process?*

Yes.

If yes, which framework?

[Information not held - s.1(1)(a), Freedom of Information Act]

This information is yet to be decided.

Q14. *Will other public sector bodies be included in this procurement process?*

No.

Q15. *How many PC/Laptop users are on the network?*

2440 Full Time Equivalentents (as at August 2014).

Q16. *Do you have a strategy to digitise documents and print less?*

[Information not held - s.1(1)(a), Freedom of Information Act]

There is no overarching strategy, however we have put in place initiatives to reduce printing and are currently undertaking an audit to enable us to develop a University wide strategy.

Q17. *Do you have an ICT security policy which includes MFD's and paper documents?*

Yes. See

<https://portal.uea.ac.uk/documents/6207125/6857482/Information+classification+policy.pdf> and <https://portal.uea.ac.uk/documents/6207125/8136051/GISP11.pdf>