

Mr John Gilchrist
Freedom of Information Officer

3 January 2018

Ref: FOI/December 2017/ Lara Glasbrenner

By email to glasbrennerlara@gmail.com

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Dear Ms Glasbrenner

Your request for information received on 10 December 2017 has been dealt with under the provisions of the Freedom of Information Act 2000 (FOIA).

You asked:

The movement away from paper to digital processes has been on-going for some time now. One part of a comprehensive digitisation strategy is the use of scanners to create digital versions of paper documents. 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?

University Response

The University does not have standalone scanners, we only utilise the MFD scanning facilities. For the bulk of scanning at the initial stage of the digital process we outsourced to our contractor whom provides our MFDs, Corporate Document Solutions (CDS).

- How many employees do you currently have? **Circa 1800**
- How many scanners (not multifunctional devices) do you currently have to scan paper based documents? **0**
- Which brand do you use (i.e. Brother, Canon, Fujitsu, Kodak Alaris etc)? **n/a**
- Which scanner model do you mainly use? **n/a**
- Who supplies these scanners? **n/a**
- Do you have a contract for these scanners? **n/a**
- If so, when does this expire? **n/a**
- What Document Management system(s) do you use? **Banner Document Management (BDM)**
- Which student record management system do you use? **Middlesex Integrated Student Information System (MISIS)**
- What is the name, job title, and email address of the person responsible for your scanner fleet? **MFD fleet Kyle Gower, Contracts Officer, k.gower@mdx.ac.uk**

I trust this satisfies your request sufficiently. Under the Freedom of Information Act 2000, you have the right to complain about the University's response to your request for information. If you have such a complaint, you may contact Mrs Teresa Kelly, Clerk to the Board of Governors, Middlesex University, Hendon campus, London NW4 4BT, tel: 020 8411 6018, t.kelly@mdx.ac.uk within 40 days of the date of this letter for a review of the University's decision. If you remain unsatisfied with the outcome of that complaint, you may seek further recourse by lodging an appeal with the Information Commissioner.

Yours sincerely

John Gilchrist
Freedom of Information Officer