

London Borough of Barnet
2 Bristol Avenue,
Colindale NW9 4EW
5 July 2022
Our ref: 8324108

Thank you for your request received on 27 June 2022, for the following information:

How do you ensure departments do not keep electronic files which are past their retention period?

- * How do you monitor network storage across your Council to ensure electronic files have not been retained outside their retention schedule?**
- * How do you identify employees whose files take up the most space and analyze whether they are within their storage quotas?**
- * How do you identify files that have been retained outside their retention periods**
- * Does your Council use a file archiving solution? If so, please state the solution/product name**
- * Does your Council use a file analysis solution? If so, please state the solution/product name**
- * How does your Council manage large media files(large images files, videos files) on your network.**
- * Do you allocate personal storage drives to employees? If so, please state the storage quota limit (e.g. 10-20GB).**

Please attach any policies or procedures related to the management of electronic files only.

We have processed this request under the Freedom of Information Act 2000.

Response

The council holds the information requested and it is attached/ the answers to your questions are below

How do you ensure departments do not keep electronic files which are past their retention period?

Electronic storage amounts are reviewed every quarter with regular plans/projects to reduce storage carried out. Departments are provided with guidance and support in reviewing electronic information, typically through regular meetings or Information Governance Groups. It is the responsibility of each service area and Asset Owners to review electronic information and ensure it is held for the appropriate retention .

How do you monitor network storage across your Council to ensure electronic files have not been retained outside their retention schedule?

It is the responsibility of each service area and Asset Owners to review electronic information and ensure it is held for the appropriate retention.

How do you identify employees whose files take up the most space and analyze whether they are within their storage quotas?

We don't do this process

How do you identify files that have been retained outside their retention periods

Typically, when departments identify an issue, i.e. network drive reaching capacity and a review of the data takes place. It is the responsibility of each service area and Asset Owners to review electronic information and ensure it is held for the appropriate retention.

Does your Council use a file archiving solution? If so, please state the solution/product name

We do not have a file archiving solution.

Does your Council use a file analysis solution? If so, please state the solution/product name

We do not have a file analysis solution.

How does your Council manage large media files(large images files, videos files) on your network.

We manage this the same way as other files.

Do you allocate personal storage drives to employees? If so, please state the storage quota limit (e.g. 10-20GB).

We allocate personal business storage to employees. OneDrive limit is 1TB.

Further information

If you are interested in the data that the council holds you may wish to visit Open Barnet, the council's data portal. This brings together all our published datasets and other information of interest on one searchable database for anyone, anywhere to access. <http://open.barnet.gov.uk/>

Advice and Assistance : Direct Marketing

If you are a company that intends to use the names and contact details of council officers (or other officers) provided in this response for direct marketing, you need to be registered with the Information Commissioner to process personal data for this purpose. You must also check that the individual (whom you wish to contact for

direct marketing purposes) is not registered with one of the Preference Services to prevent Direct Marketing. If they are you must adhere to this preference.

You must also ensure you comply with the Privacy Electronic and Communications Regulations (PECR). For more information follow this Link www.ico.org.uk

For the avoidance of doubt the provision of council (and other) officer names and contact details under FOI does not give consent to receive direct marketing via any media and expressly does not constitute a 'soft opt-in' under PECR.

Your rights

If you are unhappy with the way your request for information has been handled, you can request a review within the next 40 working days by writing to the Information Management Team at: foi@barnet.gov.uk. Or by post to Records & Information Management Service, Assurance Group, London Borough of Barnet, 2 Bristol Avenue, Colindale, NW9 4EW

If, having exhausted our review procedure, you remain dissatisfied with the handling of your request or complaint, you will have a right to appeal to the Information Commissioner at: The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF (telephone: 0303 123 1113; website www.ico.org.uk). There is no charge for making an appeal.