



19/01/2021

CITB
Head Office
Sand Martin House
Bittern Way
Peterborough
PE2 8TY

Email: information.governance@citb.co.uk
www.citb.co.uk

Dear [REDACTED]

Freedom of Information Request: 342020

Thank you for contacting CITB requesting information under the Freedom of Information Act (FOIA). Your email, dated 4th January 2021, asked for the following information:

1. Do you currently have any paper documents in storage?
2. If all of your documents have been securely digitised, do you have any bespoke software to electronically access and manage scanned images?
3. Who is the senior officer/s (outside of procurement) responsible for the management of physical records?

My response is as follows:

1. We do currently have paper documents in storage.
2. All of our documents have not been securely digitised and we do not currently have any bespoke software to access electronically access and manage scanned images.
3. The Estates and Facilities Manager is responsible for the management of physical records.

If you are unhappy with this response, or you wish to complain about any aspect of the handling of your request, then you should contact me in the first instance. If informal resolution is not possible and you are still dissatisfied, then you may apply for an independent internal review by contacting Adrian Beckingham, Corporate Performance Director, CITB, Sand Martin House, Bittern Way, Peterborough, PB2 8TY or email adrian.beckingham@citb.co.uk.

If you remain unhappy following an internal review, you may take your complaint to the Information Commissioner under the provisions of Section 50 of the Freedom of Information Act. Further details of the role and powers of the Information Commissioner can be found on the Commissioners website: <https://ico.org.uk/>

Yours sincerely

Jonathan Francis
Information Risk & Data Governance Manager