



# EAST CAMBRIDGESHIRE DISTRICT COUNCIL

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Further to your information request FOI/EIR 22/23-121 please find your question and our response below.

## **Request:**

Under the Freedom of Information Act, can you please provide me with 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 analyse 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)

## **Response:**

- This is down to the departments to regulate. The DPO undertakes spot checks, as does Internal Audit
- As above
- Storage quotas are set limits, employees cannot exceed this limit. If an employee needs more storage they can request this and ICT will review on a case by case basis.
- As above, this is down to the departments to regulate. The DPO undertakes spot checks.
- No
- No
- There is a file limit. For large files, ICT would need to be consulted
- Yes, quota varies according to job role and requirements

This concludes your request FOI/EIR 22/23-121

If information has been refused please treat this as a Refusal Notice for the purposes of the Act.

If you disagree with our decision or are otherwise unhappy with how we have dealt with your request in the first instance you may approach [foi@eastcambs.gov.uk](mailto:foi@eastcambs.gov.uk) and request a review. A request for review must be made in no more than 40 working days from the date of this email.

Should you remain dissatisfied with the outcome you have a right under s50 of the Freedom of Information Act to appeal against the decision by contacting the Information Commissioner, Wycliffe House, Water Lane, Wilmslow SK9 5AF.