



**Information Governance Team**

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Dear Sir/Madam

**Freedom of Information Act 2000 (FOIA)**

**Request ID: FOI432538740**

Thank you for your request for information relating to File Management.

You have requested the following information:

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

The relevant Information Asset Owner is responsible for maintaining records are not kept 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?**

See response to Question 1 above. There are currently no technical solutions in place.

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

We have tools such as Tree size - we do not set quotas.

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

See response to Questions 1 and 2 above. However some Council systems will have a retention date tagged to records(for example, SharePoint).

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

No.

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

No.

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

The network infrastructure is adequate enough to handle large files.

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

We use One drive for personal data which has 1TB limit.

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

See the Council's Retention & Disposal Schedule which relates to information held in any format.

Please use the link below:

[https://www.coventry.gov.uk/downloads/download/4860/retention\\_and\\_disposal\\_schedule](https://www.coventry.gov.uk/downloads/download/4860/retention_and_disposal_schedule)

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Please remember to quote the reference number above in your response.

Yours faithfully

**Information Governance**