**Request Reference: 17181394**

**Date received: 8 December 2017**

**Date response sent: 12 December 2017**

**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, DM systems, EPR systems and student record management systems.**

**1. How many employees do you currently have?**

 1031

**2. How many scanners (not multifunctional devices) do you currently have to scan paper based documents?**

 5

**3. Which brand do you use (i.e. Brother, Canon, Fujitsu, Kodak Alaris etc)?**

 Fujitsu

**4. Which scanner model do you mainly use?**

 Fujitsu fi-6770, fi-6670

**5. Who supplies these scanners?**

 Civica – as part of our Enterprise Agreement for Workflow 360.

**6. Do you have a contract for these scanners?**

 We have a maintenance support agreement with Civica

**7. If so, when does this expire?**

 The maintenance agreement is ongoing.

**8. What Document Management system(s) do you use?**

 Civica Workflow 360

**9. What Electronic Patient Record (EPR)/Electronic Healthcare Record (EHR) do you currently use?**

 Not Applicable

**10. What is the name, job title, and email address of the person responsible for your scanner fleet?**

 The person responsible for paying the maintenance invoices for the current scanners supplied by Civica is:

Nick Jones, IT Project Leader, nick.jones@torbay.gov.uk

**11. Which student record management system do you use?**

Capita One