

## **FREEDOM OF INFORMATION ACT 2000**

Your request for information has now been considered and the Council's response to your questions is shown below.

### **You asked:**

**Please let us know how much the council is currently spending on off-site storage of archive boxes.**

### **ANSWER:**

The site Leicester City Council uses for storage is one of our buildings, called Pilot House, which is centrally located, near to most of our administration buildings. The costs per annum are £15,000.

**Please let us know how much the council is currently spending on transportation and retrievals of these documents.**

Our storage facility is located centrally and teams would retrieve their own information. This would not be recorded and so the Council does not hold this information. Therefore this letter acts as a refusal notice under section 17.1 of the Freedom of Information Act 2000 because, in accordance with section 1.1 of the Act, this information is not held by Leicester City Council.

**Please let us know how much the council is currently spending on internal postal services.**

During 2011/12 the central Post Room based in Pilot House, spent the following amounts on both internal and external postal services -

Employees	= £ 119,038.77
Premises Related Expenditure	= £ 11,627.56
Transport Related Expenditure	= £ 14,282.63
Supplies & Services	= £ 33,181.36
Total	= £178,130.32

**Please let us know how many office locations and how big the council estate is.**

There are 17 Centrally Located Administration Buildings (CLABs) locations and approximately 48,556m<sup>2</sup>

**Finally please let us know how much of this estate is allocated to storage of archive documents.**

Approximately 2,787m<sup>2</sup> of this estate is allocated to storage of archive documents.

The legislation allows you to use the information supplied for your own personal use. Please be aware that any commercial or other use, for example publication, sale, or redistribution may be a breach of copyright under the

Copyright, Designs and Patents Act 1988 as amended unless you obtain the copyright holder's prior permission.

Not all the information that is supplied which is covered by copyright will be the Council's copyright, for example it may be the copyright of a government department or another Council. You should seek either the Council's consent or their consent as appropriate. The Council is willing to advise you of any such potential issues on request. In order to make a request to re-use the information please contact the Information Governance Manager using the details below.

If you are dissatisfied with the handling of your request please write to:

**Information Governance Manager**  
**Information and Support**  
**Leicester City Council**  
**FREEPOST (LE985/33)**  
**New Walk Centre**  
**LEICESTER LE1 6ZG**  
e-mail: [FOIA@leicester.gov.uk](mailto:FOIA@leicester.gov.uk)

Your request for internal review should be submitted to the above address within 40 (forty) working days of receipt by you of this response. Any such request received after this time will only be considered at the Council's absolute discretion.

You can also complain to the Information Commissioner at:

**Information Commissioner's Office**  
**Wycliffe House**  
**Water Lane**  
**Wilmslow SK9 5AF**  
**Telephone: 01625 545 700**  
[www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)

Please be aware that the Information Commissioner does not normally consider appeals or complaints until the internal appeals and complaints processes of the public authority which is answering the request have been exhausted. You are therefore advised to complain or appeal to the Information Governance Manager before contacting the Commissioner.