

2nd December 2020

FREEDOM OF INFORMATION (FOI) REQUEST

Thank you for your enquiry, received on 30th November 2020

Your request:

- Do you currently have any paper documents in storage?
- If any paper documents are currently being stored, would you consider having your documents securely scanned by a reputable UK secure scanning company?
- If all of your documents have been securely digitised, do you have any bespoke software to electronically access and manage scanned images?
- Who is the senior officer/s (outside of procurement) responsible for the management of physical records?

Our response:

- The CCC does not hold any paper documents in storage. All paper documents are filed on-site in the CCC office
- N/A
- The CCC does not have bespoke software to electronically access and manage scanned images.
- Penny Seera, penny.seera@theccc.org.uk

If you are dissatisfied with the handling of your request, you have the right to ask for an internal review. If you are not content with the outcome of the review, you may apply directly to the Information Commissioner for a decision.

In keeping with our transparency policy, the information released to you will be published on www.theccc.org.uk. Please note that this publication will not include your personal data.

Kind regards,

Committee on Climate Change

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