



FOI REF:	17209
RESPONSE SENT:	17/06/26

Request

1. How does your IG team typically store and manage its records? For example, please indicate if you use:

- A case management system (please provide the name of the system)
- Microsoft SharePoint
- A combination of SharePoint and a case management system (please provide system name)
- Another solution (please provide brief details)

2. Where SharePoint is used, are records managed:

- Centrally (e.g. structured/shared approach), or
- Independently by individual officers within the IG team?
- 3. How are retention and deletion managed within SharePoint?
- Largely manual
- Partially automated
- Fully automated

4. Do members of your IG team have access to Microsoft Purview (e.g. licences or roles)? If so, which features are most useful in day-to-day IG work (for example, retention labels, eDiscovery)?

Response

1. WCC does not have an IG Team

- Iken software is used by our Legal Service Team for case management
 - Microsoft SharePoint. This is used as a corporate document management system and used by all staff
 - Documents are also stored in service specific systems, including Orchard used by Housing and in our Revenues and Benefits team
2. A structured approach, the council is migrating to SharePoint online
3. Partially automated. The council maintains a records retention and disposal schedule and is applied to all documents stored on Sharepoint.
4. Officers do not use Purview

