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

The Council has a Record Retention Schedule that details the 900+ rules that cover all of our business activities. Staff are advised through training and guidance to apply these rules to their records, both digital and physical.

How do you monitor network storage across your Council to ensure electronic files have not been retained outside their retention schedule?

The Council does not centrally monitor its network storage in terms of record retention. It is up to individual service areas and teams to monitor and implement record disposal processes, as per the Council's Information Governance Policy and disposal guidance.

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

Each Council business area has a shared storage quota which is locally managed. In the event of a quota nearing capacity, local attempts will be made to alert users to remove unnecessary files and on occasion a file report will be request from our ICT providers to use as the basis for a more targeted approach to storage capacity release or an increase in storage may be requested.

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

See above answer to monitoring network storage.

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

The Council's Information Governance Unit uses software to analyse on demand specific folder areas of the network storage, it is not configured to routinely scan the entirety of the network store. Additionally, reporting can be used to conduct a level of file analysis across the folder content.

The name of the product will now be provided. In line with advice from the National Cyber Security Centre, we do not provide information relating to hardware, software and systems and therefore, unfortunately, it is not possible to provide you with the information you have requested.

By placing information about our systems into the public domain we would potentially be putting our IT framework at risk. This would prejudice substantially the Council's ability to effectively carry out its business if its IT framework were compromised as a consequence of the disclosure of this information.

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

Large media files are stored primarily in our managed file servers.

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

Each employee is allocated 1TB of personal storage.