

Report on	Digitisation of Building Control Files
Date of Meeting	5 th July 2021
Reporting Officer	William Wilkinson

Is this report restricted for confidential business?	Yes	
If 'Yes', confirm below the exempt information category relied upon	No	X

1.0	Purpose of Report
1.1	To advise Members on the completion of the digitisation of records within the Building Control Department.
2.0	Background
2.1	The Environment Committee approved the appointment of a qualified contractor on 8 th January 2019 to carry out the digitisation of Building Control files which were being stored in Cookstown, Dungannon and Magherafelt. The value of the tender approved was £53,930 with approximately 31,000 files which were proposed to be digitised by the 31 st March 2021.
2.2	The Building Control files which were archived and dated back to 1973 contained vast amounts of paper documentation and subsequently required large areas of storage to securely accommodate the files in question. In addition, it was difficult to locate and extradite specific information from a particular file when required.
3.0	Main Report
3.1	Following the approval of the Digitising Programme, the Building Control Staff located in Cookstown, Dungannon and Magherafelt Officers worked through approximately 31,000 files to extensively cleanse the existing files prior to digitisation to remove the paperwork and documentation within each file which was no longer deemed necessary to retain.
3.2	The cleansing exercise permitted the Department to optimise the number of files that were digitised for the agreed tender sum and result in the best value for money.
3.3	The number of files collected and digitised by the appointed contractor, Scan House, is summarised as follows:

	<table><tr><th>Date of Collection by Scan House</th><th>Number of Files</th><th>Net Expenditure</th></tr><tr><td>February 2019</td><td>5,196 Files</td><td>£7,764.39</td></tr><tr><td>June 2019</td><td>7,522 Files</td><td>£14,227.70</td></tr><tr><td>March 2020</td><td>7,855 Files</td><td>£14,573.89</td></tr><tr><td>December 2020</td><td>5,392 Files</td><td>£8,292.00</td></tr><tr><td>March 2021</td><td>5,370 Files</td><td>£8,806.26</td></tr><tr><td>TOTAL</td><td>31,335 Files</td><td>£53,664.24</td></tr></table>	Date of Collection by Scan House	Number of Files	Net Expenditure	February 2019	5,196 Files	£7,764.39	June 2019	7,522 Files	£14,227.70	March 2020	7,855 Files	£14,573.89	December 2020	5,392 Files	£8,292.00	March 2021	5,370 Files	£8,806.26	TOTAL	31,335 Files	£53,664.24
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3.4	It should also be noted that an additional 335 files were digitised within the contract with the expenditure being £265.76 below value of the successful tender price.																					
3.5	Digitised files were received back from Scan House in the format of an encrypted memory stick, with the referenced content uploaded to the Building Control hard drive by the IT Department.																					
3.6	The digitised records, which have been completed, are of a high standard with the quality of digitising similar and in some cases enhanced in comparison to the quality of the original documents.																					
3.7	The outcome of the digitisation process results in the files being stored electronically thereby eliminating the need to have large areas of space specifically dedicated to the storage of hard copy files.																					
3.8	The accessibility to the digitised files is quick and easy as all files are clearly referenced within the system allowing for information to be electronically accessed or printed where necessary.																					
3.9	From 1 st January 2018, all new Building Control applications are digitised as work proceeds with all approved drawings, inspection notes, communications and relevant documentation being scanned onto the Tascomi platform.																					
3.10	There are still approximately 15,000 files within the 3 offices which would benefit from digitising in the future and may be the subject of a future digitisation project depending on funding being identified.																					
4.0	Other Considerations																					
4.1	Financial, Human Resources & Risk Implications																					
	Financial: Within Tender costs as agreed																					
	Human: Within current resources																					
	Risk Management: The digitisation of Building Control files will provide a more secure medium of storage and reduce storage needs within the department.																					

4.2	Screening & Impact Assessments
	Equality & Good Relations Implications: N/a
	Rural Needs Implications: N/a
5.0	Recommendation(s)
5.1	That Members note the content of this report.
6.0	Documents Attached & References
	None.