



**Information Governance Team**

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04 November 2022

Dear Sir/Madam

**Freedom of Information Act 2000 (FOIA)**

**Request ID: FOI459071774**

Thank you for your request for information relating to Management of large files.

You have requested the following information:

**1. Any electronic copy of any policies, procedures or guidance that you issue to staff concerning the management of electronic media files ( such as images, photos, and video files) on your network infrastructure**

We confirm that we do not hold this information and are advising you as per Section 1(1) of the Act. We do not issue any specific policies, procedures or guidance regarding this to our staff.

**2. Do you use impose or implement restrictions on the size and types of files which can be stored on your network? If so, please include any recommendations issued to staff**

We confirm that we do not currently impose or implement any restrictions on this. Most of our corporate users each have access to a OneDrive with 5TB of storage and group SharePoint Online.

**3. Please forward any guidance issued to staff concerning managing and working with large media files ( such as images, photos, and video files)**

We confirm that we do not hold this information and are advising you as per Section 1(1) of the Act. We do not issue guidance to our staff with regards to managing and working with large media files.

**4. Do you allow staff to directly copy media files ( such as images, photos, and video files) from mobile devices (for example, cameras or smartphones) onto your network?**

Yes. We prefer our staff to upload their media files directly onto OneDrive, SharePoint or their email.

**a. If yes to the above, do you impose restrictions on the type or sizes of files that can be copied on your network?**

No, however the files would be scanned for malware.

**5. Please send me a copy of any email bulletins, staff communications or project plans about the clean-up of electronic file storage areas (such as network shared drives and personal drives)**

We confirm that we do not hold this information and are advising you as per Section 1(1) of the Act. We now only use OneDrive and SharePoint for most of our electronic file storage. We do not feel it is necessary to contact our staff to clean up their storage.

**6. Please send me a copy of any file plans (management of electronic files) issued to your staff.**

We confirm that we do not hold this information and are advising you as per Section 1(1) of the Act. We have not issued any file plans to our staff, nor do we hold any file plans on our system.

The supply of information in response to a FOI request does not confer an automatic right to re-use the information. You can use any information supplied for the purposes of private study and non-commercial research without requiring further permission. Similarly, information supplied can also be re-used for the purposes of news reporting. An exception to this is photographs. Please contact us if you wish to use the information for any other purpose.

For information, we publish a variety of information such as: [FOI/EIR Disclosure Log](#), [Publication Scheme](#), [Facts about Coventry](#) and [Open Data](#) that you may find of useful if you are looking for information in the future.

If you are unhappy with the handling of your request, you can ask us to review our response. Requests for reviews should be submitted within 40 days of the date of receipt of our response to your original request – email: [infogov@coventry.gov.uk](mailto:infogov@coventry.gov.uk)

If you are unhappy with the outcome of our review, you can write to the Information Commissioner, who can be contacted at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or email [icocasework@ico.org.uk](mailto:icocasework@ico.org.uk).

Please remember to quote the reference number above in your response.

Yours faithfully

**Information Governance**