CITY OF
WOLVERHAMPTON
C O U N C I L

Response to Request for Information

Reference   FOI 003576
Date   14 May 2019

Scanned Workflows

Request:

1.   Do you use workflow tools to digitise scanned documents?
      a.   Yes
      b.   No

2.   If yes, which tools do you use?
      1.   Information@Work

3.   What processes have you automated through scan workflows?
      1.   Scanning to TIFF
      2.   Import to CareFirst

4.   What are your future investment plans for scan workflow solutions?
      The council has begun a project to backscan its existing paper records. The project is currently gathering requirements and preparing the project initiation document and plans.

5.   What is your IT budget for the year ahead?
      a.   £0 – 10,000
      b.   £10,0001 – £20,000
      c.   £20,001 - £30,000
      d.   £30,001 - £40,000
      e.   £40,001+
      There is not specific budget held for scan workflow solutions. Expenditure is accommodated within the council wider ICT revenue budget.

6.   Is this an increase or decrease on the previous year?
      a.   Increase
      b.   Decrease
      As there is no allocated budget for scan workflow solutions, this question is not applicable.