

# WEST DUNBARTONSHIRE COUNCIL

## Report by Chief Executive

Tendering Committee: 25<sup>th</sup> April 2007

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### **Subject: Provision of Data Archiving System**

#### **1. Purpose**

- 1.1 The purpose of this report is to ask for Committee approval for the tendering process to commence for a data archiving tool for the Council.

#### **2. Background**

- 2.1 The ICT & BD area have responsibility for maintaining the integrity of all electronic files held by client departments across the Council.
- 2.2 The data is currently held across a number of data stores mainly situated in the Garshake Road data centre.
- 2.3 The various Council departments increased reliance on electronic records has resulted in a huge increase in the volume of data stored electronically.
- 2.4 Data retention guidelines require that electronic records pertaining to specific Council business are kept for years and in some circumstances, indefinitely.
- 2.5 The time window required to backup this data is encroaching into the working week.

#### **3. Main Issues**

- 3.1 The current arrangement to backup data on to electronic media over a 4 week cycle does not account for some areas requirements to refer, for example, to case notes, months or sometimes years later.
- 3.2 It is possible for documents to be deleted without the owners realising they have gone until it is too late for recovery.
- 3.3 A data archive tool will retain copies of documents indefinitely or can be controlled by pre-determined policies.
- 3.4 The data archive tool will reduce the reliance on backup to tape since devices at Garshake Road and Rosebery Place will continually update each other effectively providing disaster recovery for all data in the archive.
- 3.5 The data archive tool will complement the existing mail archive since a large proportion of the mail archive can be moved to the data archive whilst maintaining its compliant status.

- 3.6 The data archive will allow intelligent, quick searches of all documents in the archive if required.
- 3.7 Among the policies available on the data archive tool are “never delete”.
- 3.8 Archiving a large proportion of the Council’s data that is accessed rarely will make the current backup arrangements for data not in the archive far more efficient.

**4. Personnel Issues**

- 4.1 There are no Personnel Issues.

**5. Financial Implications**

- 5.1 The capital allocation of £100,000 has been approved for the funding of this data archiving tool.

**6. Risk Analysis**

- 6.1 Without the data archiving tool the Council is at risk of losing vital information.

**7. Conclusions**

- 7.1 An open tendering exercise will provide a competitive and transparent option for the delivery of this service.

**8. Recommendations**

- 8.1 **The Committee is invited to approve the process to begin invitations to Tender for a data archiving system.**

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**David McMillan**  
**Chief Executive**  
**Date: 3<sup>rd</sup> April 2007**

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**Person to Contact:** Angela Clements, Head of ICT & Business Development  
Telephone: 01389 737574  
Email: [angela.clements@west-dunbarton.gov.uk](mailto:angela.clements@west-dunbarton.gov.uk)

**Appendices:** None

**Background Papers:** None

**Ward Affected:** None