

2014

Freedom of Information Request

Reference number – 14-003

Information relating to laptops held by Amgueddfa Cymru – National Museum Wales

Could you please provide me with the total number of laptops owned by your organisation that were registered to and/or in the possession of staff members (whether directly employed by your organisation or otherwise) on the following two dates:

- a) 1 May 2010 (or nearest available date – please specify), and*
- b) 1 May 2013 (or nearest available date – please specify).*

Reference no.: 14-003

12 March 2014

REQUEST FOR INFORMATION – *Information relating laptops within our organisation.*

Thank you for your request for information. As Museum Secretary for Amgueddfa Cymru - National Museum Wales ('the Museum'), I am responsible for responding to your request for information.

I refer to your email of 04 March 2014, in which you asked for the following information:

Could you please provide me with the total number of laptops owned by your organisation that were registered to and/or in the possession of staff members (whether directly employed by your organisation or otherwise) on the following two dates:

- a) 1 May 2010 (or nearest available date – please specify), and*
- b) 1 May 2013 (or nearest available date – please specify).*

Response

Please find below the Museum's response to your request.

The Museum's Information Communications Technology Department maintains laptop asset records to enable us to assess the current laptop population. Apart from device descriptions we keep warranty expiration and whether they are live or have been disposed. We do not keep historical information that would allow us to see how many laptops we had at any particular date in the past so cannot supply the information in the format requested.

What we can say is that since we started recording assets over ten years ago we have recorded a total of 265 laptop devices of which 59 were disposed of between 24JAN2004 and 02APR2013. Of the remaining 206 devices we currently have a further 51 scheduled for disposal leaving 155 laptops considered "active" at March 2014. These are the nearest available dates we can report on in responding to your request.

We are in the middle of a Windows 7/Office Upgrade so anticipate that this number will reduce considerably as many older laptops will not be able to run Windows 7/Office 2013 properly however we will not have the final figures until the anticipated completion of the laptop upgrades in late summer.

Your request was considered according to the principles set out in the National Assembly's Code of Practice on Public Access to Information (third edition). The Code is published on the Internet at www.information.wales.gov.uk.

If you are unhappy with the service you have received in relation to your request and wish to make a complaint or request a review of our decision, you should write to the Director Finance and Corporate Resources at the following address:

Mr. Neil Wicks
Director of Finance and Corporate Resources
Amgueddfa Cymru – National Museum Wales
Cathays Park
Cardiff
CF10 3NP

When dealing with any concerns, we will follow the principles of the National Museum of Wales's Code of Practice on Complaints, which is available on our website at www.museumwales.ac.uk/en/45/.

Internal review requests should be submitted within two months of the date of receipt of the response to your original letter.

You also have the right to complain to the Information Commissioner's Office (ICO) if you are not content with the outcome of your complaint or review. Generally, the ICO will not make a decision unless you have exhausted the complaints procedure provided by the Museum.

The Information Commissioner can be contacted at:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

If you have any further queries or concerns then please contact me via my email address.

Yours sincerely

Elaine Cabuts
Museum Secretary