





# UK Hydrographic Office

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REF: FOI2018/10804

03 September 2018

Dear ,

Thank you for your email of 03 August 2018 requesting the following information:

*“... information on the progress you have made towards the Digital Strategy, originally published in 2012.”*

I am treating your correspondence as a request for information under the Freedom of Information Act 2000 (FOIA).

A search for the information has now been completed within the UKHO, and I can confirm that some information in scope of your request is held.

The information you have requested can be found below, at annex A.

If you are not satisfied with this response or you wish to complain about any aspect of the handling of your request, then you should contact me in the first instance. If informal resolution is not possible and you are still dissatisfied then you may apply for an independent internal review by contacting the Information Rights Compliance team, Ground Floor, MOD Main Building, Whitehall, SW1A 2HB (e-mail [CIO-FOI-IR@mod.uk](mailto:CIO-FOI-IR@mod.uk)). Please note that any request for an internal review must be made within 40 working days of the date on which the attempt to reach informal resolution has come to an end.

If you remain dissatisfied following an internal review, you may take your complaint to the Information Commissioner under the provisions of Section 50 of the Freedom of Information Act. Please note that the Information Commissioner will not investigate your case until the MOD internal review process has been completed. Further details of the role and powers of the Information Commissioner can be found on the Commissioner's website, <http://www.ico.org.uk>.

Yours sincerely,

UKHO Secretariat

## Annex A

**1.) Do you currently operate a Digital Mailroom?**

No

**2.) If you do operate a Digital Mailroom, is it an outsourced service or managed internally?**

No, we do not operate a Digital Mailroom

**3) If you are considering outsourcing this service, when do you expect to start this project?**

No Plans

**4) How many physical mail items do you process on a daily basis?**

Under 100 mail items per day through "Goods In". We cannot quantify the number of items received via the daily mail service from Royal Mail.

**5) If you do plan to implement a Digital Mailroom how will you manage the procurement?**

N/A

**6) If you already digitise your post, how do you host and share your images?**

N/A

**7) Who is the person responsible at your organisation for Digital Transformation projects of this type and their contact information?**

We do not have an individual or specific role responsible for projects of this type.