

# ***Supplementary Committee Agenda***



**Epping Forest  
District Council**

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## ***Cabinet Monday, 16th November, 2009***

**Place:** Council Chamber, Civic Offices, High Street, Epping

**Time:** 7.00 pm

**Democratic Services:** Gary Woodhall (The Office of the Chief Executive)  
Email: [gwoodhall@eppingforestdc.gov.uk](mailto:gwoodhall@eppingforestdc.gov.uk)  
Tel: 01992 564470

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### **21. ARRANGEMENTS REGARDING SCANNED PLANNING FILES (Pages 3 - 4)**

(Environment Portfolio Holder) To consider the attached Appendix to the report (C-055-2009/10).

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# Agenda Item 21

Assumptions 17000 files = 700 productive hours to handle  
 Cost of handling per file £ 2.14  
 17000 files = 845 boxes  
 92% files held @ Northgate  
 18% files held at Terraquest

		Northgate	Terraquest	
<u>Option 1</u>	<b><u>Securely destroy all files</u></b> (subject to this not being included in the contract)	5,005	488	<b><u>5,492.50</u></b>
<u>Option 2</u>	<b><u>Return 250 files for checking</u></b>			
	Labour	492	96	
	Box Retrieval 1.50	345	68	
	File Retrieval 3.00	690	135	
	Transport (13 Boxes)	327	96	
	New boxes	30	6	
		1,854	395	2,249.20
				21,250.00
				<b><u>23,499.20</u></b>
<u>Option 4</u>	<b><u>Return File Covers only</u></b>			
	Labour (50 files/hour)	16,266	3,182	
	New Boxes	391	77	
	Transport (single journey)	4,079	1,879	
		20,736	5,138	25,873.42
				10,625.00
				<b><u>36,498.42</u></b>
<u>Option 3</u>	<b><u>Return all Files</u></b>			
	Box Retrieval 1.50	1,155	113	
	Termination 2.00	460	90	
	Transport (single journey)	20,164	1,964	
		21,779	2,167	23,945.50
Option 3a	<b><u>Check 250 files/Destroy</u></b>			
	Secure destruction			5,500.00
				21,250.00
				26,750.00
				<b><u>50,695.50</u></b>
Option 3b	<b><u>Check 250 files/Remove Covers/Destroy</u></b>			
	Secure destruction			5,500.00
				21,250.00
				10,625.00
				37,375.00
				<b><u>61,320.50</u></b>
Option 3c	<b><u>Remove Covers/Destroy</u></b>			
	Remove covers (Internal) 15.17857			5,160.71
	Secure destruction			5,500.00
				10,625.00
				21,285.71
				<b><u>45,231.21</u></b>

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