| Police Scotland logo | Freedom of Information Response Our reference: FOI 23-2033  Responded to: 7 September 2023 |
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Your recent request for information is replicated below, together with our response.

## What was the total expenditure by your police force on paper notebooks for officers in each of the last 2 financial years (2021-2022 and 2022-2023)? Please break this figure down by year.

The net costs for the financial years requested are as follows:

2021/2022 – £1,552.00

2022/2023 – £1,340.00

## What was the total expenditure on associated paperwork and office supplies for paper-based record keeping by your police force in the financial years 2021-2022 and 2022-2023? Please break this down by year.

I can advise that Police Scotland does not hold information in the format requested. In terms of Section 17 of the Act, this letter represents a formal notice that information is not held.

As you will be aware an individual’s right in terms of the legislation is to obtain information held by a public authority at the time a request is received and there is no obligation on them to create new information specifically for this request.

To be of assistance I have provided Police Scotland’s total spend on paperwork and office supplies, however, I would ask that you note that not all of this will be associated with record keeping.

2021/2022 - £182,034.99

2022/2023 - £220,535.32

## What percentage of your police force's officers currently use paper notebooks rather than digital notebooks?

I can advise that approximately 22.8% of PC’s, Sergeants and Inspectors in Police Scotland currently use paper notebooks rather than a Mobile Working device.

I would, however, ask that you note that some PC’s, Sergeants and Inspectors work in departments/areas which have not been allocated Mobile Working devices.

## What are the costs associated with storing and retrieving paper-based records in your police force? Please provide details for the financial years 2021-2022 and 2022-2023.

The costs were as follows:

2021/2022 - £191,235.37

2022/2023 - £236,135.46

## What is the average cost of lost or damaged paper notebooks and records in your police force each year? Please provide figures for 2021-2022 and 2022-2023.

I can advise that Police Scotland does not hold information in the format requested. In terms of Section 17 of the Act, this letter represents a formal notice that information is not held.

As you will be aware an individual’s right in terms of the legislation is to obtain information held by a public authority at the time a request is received and there is no obligation on them to create new information specifically for this request.

By way of explanation, Police Scotland do not collate information on average costs for such losses and there would be no easy way to collate this information.

If you require any further assistance please contact us quoting the reference above.

You can request a review of this response within the next 40 working days by [email](mailto:foi@scotland.police.uk) or by letter (Information Management - FOI, Police Scotland, Clyde Gateway, 2 French Street, Dalmarnock, G40 4EH). Requests must include the reason for your dissatisfaction.

If you remain dissatisfied following our review response, you can appeal to the Office of the Scottish Information Commissioner (OSIC) within 6 months - [online](http://www.itspublicknowledge.info/Appeal), by [email](mailto:enquiries@itspublicknowledge.info) or by letter (OSIC, Kinburn Castle, Doubledykes Road, St Andrews, KY16 9DS).

Following an OSIC appeal, you can appeal to the Court of Session on a point of law only.

This response will be added to our [Disclosure Log](http://www.scotland.police.uk/access-to-information/freedom-of-information/disclosure-log) in seven days' time.

Every effort has been taken to ensure our response is as accessible as possible. If you require this response to be provided in an alternative format, please let us know.