

# GREATER **LONDON** AUTHORITY

**Graham Snow**  
(By email)

Our Ref: MGLA221118-8783

26 November 2018

Dear Mr Snow

Thank you for your request for information which the Greater London Authority (GLA) received on 22 November 2018. Your request has been dealt with under the Freedom of Information Act 2000.

Please find below the information we hold within the scope of your request:

**1. Does your organisation currently use Office 365?**

Yes

**2. Does your organisation currently use SharePoint Online?**

Yes

**3. Does your organisation currently use SharePoint on premise?**

No

**4. Are you currently using any of the following Office 365 / SharePoint functionality for records management (retention and disposal)?**

**a. Records Centre**

Yes

**b. Content Types**

No

**c. Labels**

No

**d. Information Management Policies**

No

**e. A third party product**

No

**5. Do you have an Electronic Document and Records Management System (EDRMS) or Enterprise Content Management System (ECMS), other than SharePoint?  
Response can be a simple yes/no**

Yes (Drupal)

If you have any further questions relating to this matter, please contact me, quoting the reference MGLA221118-8783.

Yours sincerely

**Ruth Phillips**  
**Information Governance Officer**

If you are unhappy with the way the GLA has handled your request, you may complain using the GLA's FOI complaints and internal review procedure, available at:

<https://www.london.gov.uk/about-us/governance-and-spending/sharing-our-information/freedom-information>