



Foreign &  
Commonwealth  
Office

**Knowledge & Technology Directorate**  
Foreign and Commonwealth Office  
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18 April 2016

**FREEDOM OF INFORMATION ACT 2000 REQUEST REF: 0310-16**

Thank you for your email of 17<sup>th</sup> March 2016 asking for information under the Freedom of Information Act (FOIA) 2000. You asked:

- 1) How long do you keep laptops or computers for in your department?*
- 2) How much was spent in 2015 in replacing computer equipment?*
- 3) What is your department's policy on the disposal of computer equipment? Do you use an approved disposal service or does it go for a general sale \ auction?*

I am writing to confirm that we have now completed the search for the information which you requested.

I can confirm that the Foreign and Commonwealth Office (FCO) does hold some information relevant to your request.

Please see below information that the FCO can release to you;

1. There is no prescribed period for the retention of laptops and computers.
2. The FCO's accounting system does not differentiate between spending on replacement equipment and spending on new equipment.
3. Unclassified devices are recycled/disposed of. Sensitive devices are destroyed after their hard drives have been wiped of information using an approved disposal service.

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Yours sincerely,

Knowledge & Technology Directorate



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