

KEY DOCUMENT REVIEWS OVERDUE/FORTHCOMING TO 30 June 2019 (as at 13/02/19)
 Sorted by 1. Responsible Manager; 2. Date next planned review (oldest first)

Class	Title As shown on cover, excluding type	VC FieldID	Type	Approver	Resp Mgr	Review Frequency	Date next planned review	Retention Category A (permanent) Category B	Notes and Comments
C5	Key holder information	96073	Procedure	HOCS	FAM	Annual	Oct-18	B	s.40(1), s.30(1)(a)&(b)
C5	Staff Manual	81504	Handbook	HOCS	FAM	3 - Yearly	Nov-18	B	
C5	Payroll and Pensions Procedures	103545	Procedure	HOCS	FAM	Annual	Jan-19	B	
C5	Business Continuity Plan	10241	Plan	SMT	HOCS	Annual	Sep-17	B	
C5	Environmental Policy	9706	Policy	SMT	HOCS	5 - Yearly	Feb-18	B	
C5	Publication Scheme Handbook	46413	Handbook	SMT	HOCS	3 - Yearly	Feb-18	B	
C6	Contracting with the Scottish Information Commissioner: Information for Contractors	26329	Briefing	SMT	HOCS	3 - Yearly	Feb-18	B	
C1	Charging for Information Policy	49012	Policy	SMT	HOCS	2 - Yearly	Mar-18	B	
C2	Procedures and Guidance on how to respond to Re-use requests and complaints	78673	Procedure	SMT	HOCS	Annual	Mar-18	B	
C2	Re-use statement and guidance on making Re-use requests and complaints	78674	Policy	SMT	HOCS	Annual	Mar-18	B	
C2	Re-use request form	78677	Form	SMT	HOCS	Annual	Mar-18	B	
C5	Information and Records Management Policy	36244	Pol&Pro	SMT	HOCS	Annual	Mar-18	B	
C5	PRSA Records Management Plan	42970	Plan	SMT	HOCS	3 - Yearly	Mar-18	B	
C5	File Plan and Retention Schedule	72711	Procedure	SMT	HOCS	Annual	Mar-18	B	
C9	Open Data Publication Plan (Excel Master)	69773	Policy	SMT	HOCS	Annual	Mar-18	B	
C1	Statement on sustainable growth 2016-17	89455	Statement	SMT	HOCS	Annual	May-18	B	
C1	Internal Audit Policy	41427	Policy	SMT	HOCS	2 - Yearly	Jul-18	B	
C1	Internal Audit Plan 2017-18 to 2019-20	92649	Plan	SMT	HOCS	Annual	Jul-18	B	
C5	Human Resources Strategy	98820	Plan	SMT	HOCS	Annual	Jul-18	B	
C5	Health & Safety Policy and Handbook	98625	Pol&Pro	SMT	HOCS	Annual	Nov-18	B	
C5	Health & Safety Policy and Handbook (redacted version for publication)	98838	Pol&Pro	SMT	HOCS	Annual	Nov-18	B	
C5	Privacy Notice	102891	Policy	SMT	HOCS	3 - Yearly	May-19	A	
C1	Equality Policy	19231	Pol&Pro	SMT	HOCS	Annual	Dec-18	B	
C1	Unacceptable Actions Policy	29132	Policy	SMT	HOCS	3 - Yearly	Dec-18	B	
C1	Register of interests policy and guidance	33475	Policy	SMT	HOCS	3 - Yearly	Dec-18	B	
C1	Anti-Fraud Policy	34094	Policy	SMT	HOCS	3 - Yearly	Dec-18	B	
C1	Complaints Handling Procedures	55658	Procedure	SMT	HOCS	3 - Yearly	Dec-18	B	
C1	How to make a complaint	55673	Other	SMT	HOCS	3 - Yearly	Dec-18	B	
C5	Security Clearance - Working Record (access to records restricted to Management)	10736	Pol&Pro	SIC	HOCS	As required	Dec-18	B	
C5	Employee Handbook	17556	Handbook	SMT	HOCS	Annual	Dec-18	A	

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C5	Data Protection Policy and Handbook	39938	Pol&Pro	SMT	HOCS	2 - Yearly	Dec-18	A	S.4(1)(c), s.50(2)(b)&(d)
C5	Performance & Development Framework Handbook	45564	Handbook	SMT	HOCS	2 - Yearly	Dec-18	B	
C5	Anti-harassment, bullying and victimisation Policy and Procedure	48666	Pol&Pro	SMT	HOCS	3 - Yearly	Dec-18	B	
C7	Quality Assurance Criteria and Procedures: Enquiries	98932	Procedure	SMT	HOCS	Annual	Dec-18	B	
C4	Travel & Expenses Policy	35090	Pol&Pro	SMT	HOCS	3 - Yearly	Jan-19		
C5	References Policy and Procedure	1492	Pol&Pro	SMT	HOCS	5 - Yearly	Jan-19	B	
C5	Recruitment Policy and Handbook	40932	Pol&Pro	SMT	HOCS	3 - Yearly	Jan-19	B	
C7	Equally monitoring - Service users, annual report	100948	Report	SMT	HOCS	Annual	Jan-19		
C1	Risk Management Policy	103514	Policy	SMT	HOCS	Annual	Apr-19	B	
C1	2018-19 S Hutchison register of interests declaration form	104976	Form	HOCS	HOCS	Annual	Apr-19	B	
C1	2018-19 M Kayse register of interests declaration form	104975	Form	HOCS	HOCS	Annual	Apr-19	B	
C1	2018-19 D Fitzhenry Register of interests declaration form	104974	Form	HOCS	HOCS	Annual	Apr-19	B	
C1	Governance Arrangements	109871	Policy	SMT	HOCS	Annual	Apr-19	B	
C1	Governance Reporting Arrangements	110086	Procedure	SMT	HOCS	Annual	Apr-19	B	
C5	Healthy Living Scheme policy, procedure and guidance	79068	Pol & Pro	SMT	HOCS	Annual	May-19	B	
C2	C2 Should I use FOISA or the EIRs? A quick guide to help Scottish public authorities	4310	Briefing	SMT	HOE	3 - Yearly	Mar-18	A	
C1	Memorandum of Understanding between the Scottish Information Commissioner, the Crown Office & Procurator Fiscal Service and the Chief Constable of the Police Service of Scotland (unsigned)	35582	Pol&Pro	SIC	HOE	As required	May-18	B	
C2	Guide for applicants: What Happens Next?	34594	Briefing	HOE	HOE	3 - Yearly	May-18	B	
C2	FOISA Exemption Guidance Section 35: Law Enforcement	58331	Briefing	SMT	HOE	3 - Yearly	Aug-18	A	
C2	FOISA Exemption Guidance Section 36: Confidentiality	58974	Briefing	SMT	HOE	3 - Yearly	Sep-18	A	
C2	FOISA Exemption Guidance Section 37: Court Records, etc	58979	Briefing	SMT	HOE	3 - Yearly	Sep-18	A	
C2	FOISA Exemption Guidance Section 39: Health, safety and the environment	61103	Briefing	SMT	HOE	3 - Yearly	Oct-18	A	
C7	Quality Assurance Criteria and Procedures: Investigations	60483	Procedure	SMT	HOE	3 - Yearly	Oct-18	B	
C2	Investigations Handbook	44945	Procedure	SMT	HOE	4 - Yearly	Mar-19	A	
C2	FOISA Exemption Guidance Section 40: Audit functions	61727	Briefing	SMT	HOE	3 - Yearly	Nov-18	A	
C2	FOISA Exemption Guidance Section 41: Communications with Her Majesty etc, and honours	62018	Briefing	SMT	HOE	3 - Yearly	Nov-18	A	
C1	2018 Unacceptable Actions Register & Guidance	103697	Report	SMT	HOE	Annual	Jan-19	B	
C2	EIRs Guidance: Guidance for bodies not subject to the Freedom of Information (Scotland) Act 2002	65349	Briefing	SMT	HOE	3 - Yearly	Jan-19	A	
C2	Application Form	81402	Other	SMT	HOE	2 - Yearly	Mar-19	A	

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C2	How to make a valid application to the Scottish Information Commissioner: Guidance for requesters	81404	Briefing	SMT	HOE	2 - Yearly	Mar-19	B	[REDACTED]
C2	Enforcement Policy	100176	Policy	SMT	HOE	4 - Yearly	May-19	A	
C2	FOISA Guidance: The Public Interest test in FOISA	73710	Briefing	SMT	HOE	3 - Yearly	Jun-19	A	
C2	EIRs Guidance: The Public Interest test in the EIRs	73713	Briefing	SMT	HOE	3 - Yearly	Jun-19	A	
C2	FOISA Guidance: charging a fee or refusing to comply with a request on excessive cost grounds	73725	Briefing	SMT	HOE	3 - Yearly	Jun-19	A	
C2	EIRs Guidance Charging for environmental information	73731	Briefing	SMT	HOE	3 - Yearly	Jun-19	A	
C1	2014 05 26 Memorandum of Understanding with the Keeper of the Records of Scotland (regulatory function) - SIGNED	43175	Pol&Pro	SMT	HOP1	5 - Yearly	Apr-18	A	
C2	Setting up your FOI function: Guidance for Scottish public authorities new to FOI	68181	Tool	SMT	HOP1	Annual	Apr-18	B	
C2	Setting up your FOI function: Checklist for Scottish public authorities new to FOI	68189	Tool	SMT	HOP1	Annual	Apr-18	B	
C2	Who is covered by FOI legislation in Scotland?: Schedule 1 to the Freedom of Information (Scotland) Act 2002	86917	Briefing	SMT	HOP1	Annual	Apr-18	A	
C2	Communication Strategy 2015-20	60881	Policy	SMT	HOP1	2 - Yearly	Jul-18	B	
C5	Information Strategy	82649	Policy	SMT	SIC	Annual	May-18	B	
C2	2016-2020 Strategic Plan	68245	Plan	SIC	SIC	Annual	Jan-19	A	
C1	2018-19 H Gardner-Swift register of interests declaration form	104973	Form	SIC	SIC	Annual	Apr-19	B	
C7	Performance and Quality Framework 2018-19	111088	Plan	SMT	SIC	Annual	Apr-19	B	