
Records Review Procedures



Scottish Information
Commissioner

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Glossary and abbreviations

Term used	Explanation
VC	Virtual Cabinet

Introduction

Purpose and intended use

1. This guidance sets out the procedures for the scheduled annual review of records as detailed in Section 7 of the Information and Records Management Handbook.

Audience

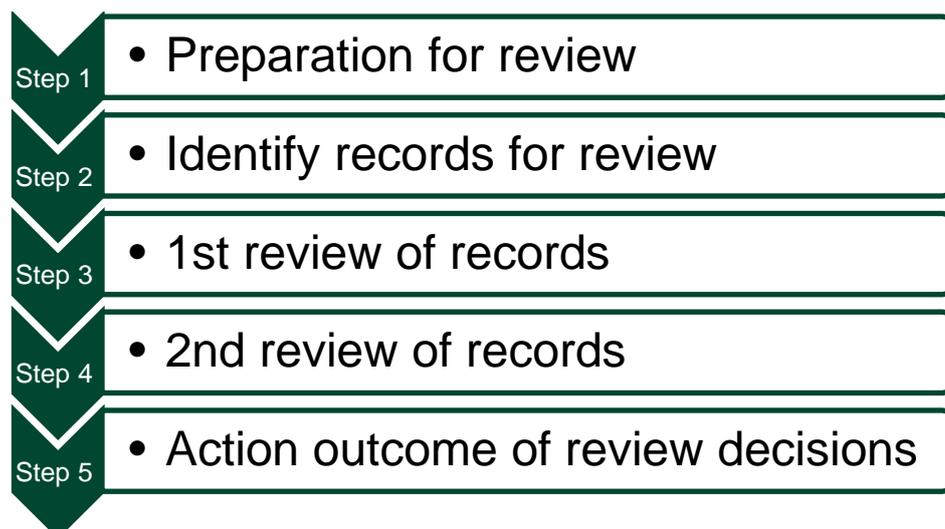
2. This guidance is intended for reference by all staff involved in a review of records.

Contents

3. This guidance is split into 6 parts:-
 - (i) [Part 1 – Virtual Cabinet review process](#)
 - (ii) [Part 2 – P:drive review process](#)
 - (iii) [Part 3 – Workpro review process](#)
 - (iv) [Part 4 – ACT! review process](#)
 - (v) Part 5 – Simply Personnel review process
 - (vi) [Part 6 – Paper records review process](#)

Review Process

4. Review of records held by SIC, regardless of location or format, will be carried out in a five step process:-



Part 1 – Virtual Cabinet review process

Step 1 – Preparation for review

5. OMT will create temporary folders within VC to assist with the review.
6. The three folders will be named (Fig. 1):-
 - (i) Destroy - records identified for destruction will be moved to this folder.
 - (ii) Retain - records identified as to be retained will be moved to this folder. Records will be retained for knowledge management value, permanent archive or are still within their retention period.
 - (iii) Review - all records identified as requiring to be reviewed will initially be moved to this folder so that the 1st reviewer can carry out the review.

.Fig.1



Step 2 – Identify records for review

7. OMT will carry out searches within VC to locate the records which, with reference to the File Plan and Retention Schedule, are identified as falling within the review period.
8. Records previously identified as being retained for their knowledge management value must be reviewed annually to determine if they continue to be of value therefore OMT will also carry out searches to identify these records.

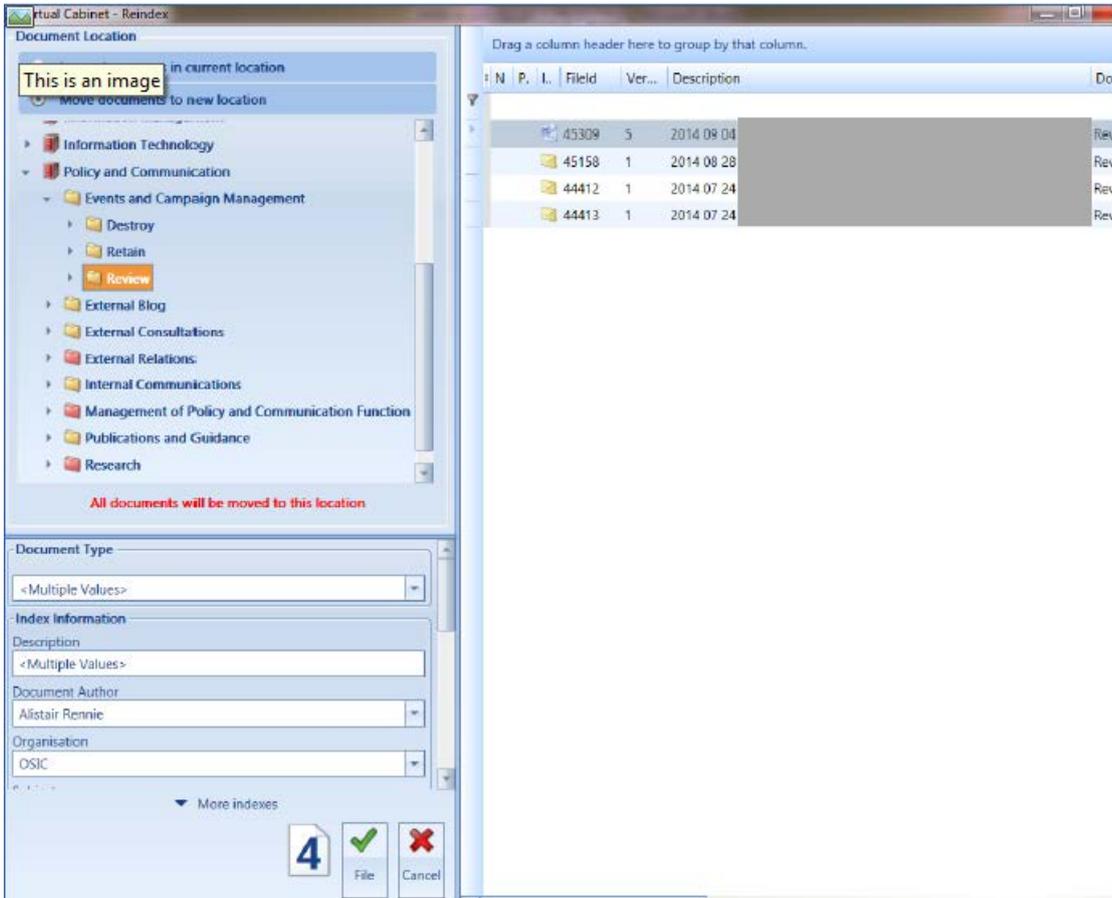
9. The records identified from the searches are exported to the Review folder as follows:-
10. Select the group of records (Fig.2):-
 - (i) To select specific records within a range hold down CTRL key while clicking each of the individual records you want to select for moving OR
 - (ii) To select a consecutive group of records hold down SHIFT key and select first and last records in a consecutive group
 - (iii) This example shows four of the seven displayed records selected.

Fig.2

N	P.	I..	FileId	Ver...	Description	Doc Status	Entr
			45309	5	2014 09 04	Reviewed - 2014/15	04/0
			45263	3	2014 09 04		02/0
			45158	1	2014 08 28	Reviewed - 2014/15	28/0
			44413	1	2014 07 24	Reviewed - 2014/15	24/0
			44412	1	2014 07 24	Reviewed - 2014/15	24/0
			43763	1	2014 06 26	Reviewed - 2014/15	26/0
			43762	1	2014 06 26	Reviewed - 2014/15	26/0

- (iv) Right click on the selected records, select 'Reindex' and a new window will open (Fig.3 below).
- (v) Choose 'Move documents to new location'
- (vi) Navigate to the folder you want to move all of the selected records to (in this example the "Review" folder within Events and Campaign Management, Fig. 3)
- (vii) Double check that you have located the correct location to move the files to as this action cannot be undone.
- (viii) When happy with the selection click the  button at the bottom of the screen.
- (ix) This will move the selected files to the new location

Fig.3



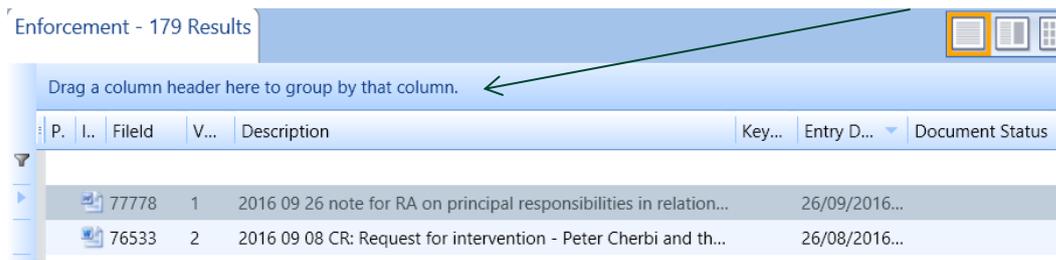
Step 3 – 1st review of records

In VC it will be helpful to move the 'Doc Status' and 'Key Document Category' columns so that they show in your screen.

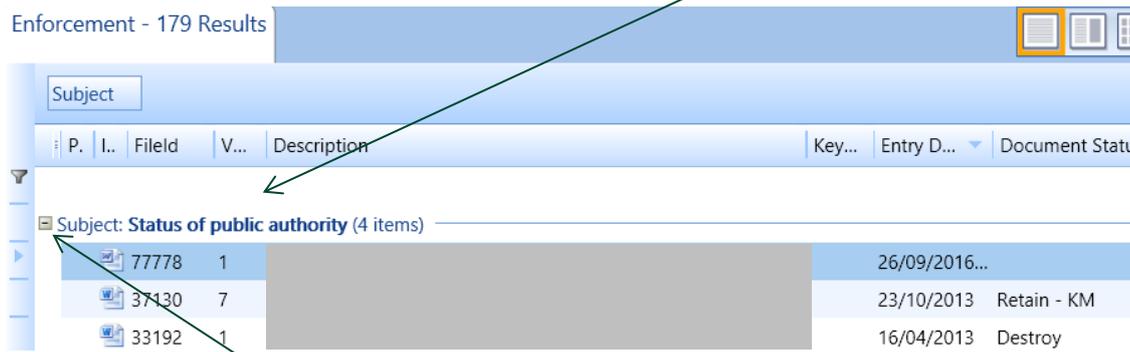
Click and hold the column and move along to the left so that it always shows in your search screen.

11. The 1st reviewer, as delegated by the record custodian, should compare the records identified for review (now in the Review folder) against the [File Plan and Retention Schedule](#) and make a decision as to the action required for that record.
12. To assist in the review of records, similar records can be sorted and grouped within the folder using the record index fields. The most helpful field to group by is 'Subject'.

- To group by subject use the mouse to click, hold and drag the subject column header onto the region that is labelled “Drag a column header here to group by that column”.



- This now groups all the records in the cabinet by the subject they were indexed under.



- Click on the +/- button for each subject which will open or close the list.
- To remove the grouping by subject, click and hold the word subject and drag it off the bar.

17. Each record should be marked with the appropriate action. The choices you have are:-

DESTROY	<ul style="list-style-type: none">•Outside Retention Schedule retention period•Draft documents•Blank documents
REVIEWED - yyyy/yy	<ul style="list-style-type: none">•Exported to Retain folder to be kept•Within the retention period as detailed in the Retention Schedule•Reviewed - is an aide-mémoire that the record has been reviewed, is being retained and does not require a further review until the next review cycle•The year represents the year in which the review took place
RETAIN - KM	<ul style="list-style-type: none">•Only to be used for records which are outwith their retention period•Where there is value in further retention for a short term for knowledge management value•Will be reviewed annually as part of records review process
PERMANENT ARCHIVE	<ul style="list-style-type: none">•Retain as Permanent Archive as detailed in the Retention Schedule•Decision to retain permanently even outwith Retention Schedule

Procedure to change document status of records

18. Within the document list in the lower half of the screen highlight the record/s which you want to change the status of and right click. Choose 'Reindex' from the options and a new window will open.
 - In order for this to work all the records selected must be changed to the same document status, e.g. select groups of records which are to be marked as destroy; select groups records which are to be marked as Retain - KM.
19. This is the same area as was used to move records (see Fig 3 above) but on this occasion you will be changing the 'Doc Status' column.
20. Click on the 'Doc Status' drop down on the left and select the appropriate action for the record/s.
21. Click file at the bottom left of the screen and it will change the 'Doc Status' of each record selected.

22. Once you have reviewed a set of records and changed the status as required you can sort using the 'Doc Status' column. Move the records to the relevant folder e.g. a group of records to be moved to the destroy folder. (refer to the instruction at paragraph 10).
23. If the 1st reviewer is unsure of the action required for a record they should leave the record in the Review folder so that it can be assessed by the 2nd reviewer.

Step 4 – 2nd review of records

24. The 2nd reviewer should now carry out a review of the records within each folder to determine if the correct action has been applied. The 2nd reviewer will normally be the record custodian of the function with detailed knowledge of the records generated by the activities carried out within that function.
25. The 2nd review should be carried out in a specific order of folders:- Destroy, Retain then Review. By doing this it should mean that the reviewer should only have to review each folder once despite the fact that records may need to be moved between folders.
26. The 2nd reviewer should use the flowcharts in [Appendix 1](#) to aid the review process.
27. If, during the review process, the reviewer identifies that there is a missing subject and/or organisation within VC they should complete the VC Feedback Form at [Appendix 3](#).
28. On completion of the review process the reviewer should ensure that all records within the Destroy folder have a status of destroy and advise HOCS that the records are ready for deletion.
29. All records within the Retain folder should have a status of Reviewed – xxxx/xx, Retain – KM or Permanent Archive.
30. The review folder should be empty.

Step 5 – Action outcome of review decisions

31. Following completion of the 2nd review the HOCS should be notified that the review of records is complete and ready for the outcomes to be actioned.
32. HOCS should give authorisation that the outcome actions can be applied and in particular that records can be deleted from VC. This will be carried out by OMT as follows.

Destroy Folders

33. The metadata of the records in the Destroy folder must be copied to the appropriate [Destruction Register](#) and the records will be deleted.

BEFORE SELECTING RECORDS

In order to capture the record metadata in the correct order the columns in your VC screen must match the order of columns on the Destruction Register.

Click and hold the column headers to move left/right as appropriate

34. Follow the procedure for deletion of files as detailed in the [Virtual Cabinet Administrator Manual](#).

Retain Folders

35. OMT will export the records within the Retain folder to the correct location within VC and ensure that the naming conventions used for the records are consistent and in line with the guidance in Section 6 of the [Information and Records Management Handbook](#) .

Review Folders

36. Following completion of Stage 4 the Review folder should be empty and will be deleted by OMT as part of the Closing Review process.

Closing Review Process

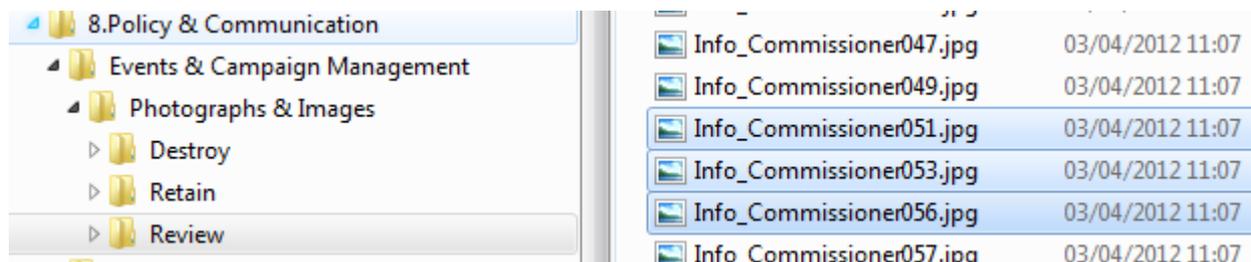
37. Once the Destroy, Retain and Review folders are empty the folders will be deleted.
38. The HOCS will make arrangements to have any [File Plan and Retention Schedule Amendment Forms](#) and [VC Feedback Forms](#) actioned.

Part 2 – P:drive review process

Step 1 – Preparation for review

39. OMT will create temporary folders within the P:drive to assist with the review.
40. The three folders will be named (Fig. 1):-
 - (i) Destroy - records identified for destruction will be moved to this folder.
 - (ii) Retain - records identified as to be retained will be moved to this folder. Records will be retained for knowledge management value, permanent archive or are still within their retention period.
 - (iii) Review - all records identified as requiring to be reviewed will initially be moved to this folder so that the 1st reviewer can carry out the review.

Fig.1



Step 2 – Identify records for review

41. OMT will carry out searches within the function folders on the P:drive to locate the records which, with reference to the [File Plan and Retention Schedule](#), are identified as falling within the review period.
42. Records previously identified as being retained for their knowledge management value must be reviewed annually to determine if they continue to be of value therefore OMT will also carry out searches to identify these records.
43. The records identified from the searches are exported to the Review folder as follows:-
 - (i) Select the group of records (Fig.1 above):-
 - (a) To select specific records within a range hold down CTRL key while clicking each of the individual records you want to select for moving OR
 - (b) To select a consecutive group of records hold down SHIFT key and select first and last records in a consecutive group
 - (ii) Once records are highlighted, click and hold over the highlighted files with the mouse and drag and drop the files into to the 'Review' folder

Step 3 – 1st review of records

44. The 1st reviewer, as delegated by the record custodian, should compare the records identified for review (now in the Review folder) against the [File Plan and Retention Schedule](#) and make a decision as to the action required for that record.
45. Each record should be renamed to include the following acronyms at the start of the title:-

DESTROY	<ul style="list-style-type: none">•Outside Retention Schedule retention period•Draft documents•Blank documents
Rvd (Reviewed)	<ul style="list-style-type: none">•Exported to Retain folder to be kept•Within the retention period as detailed in the Retention Schedule•Reviewed - is an aide-mémoire that the record has been reviewed, is being retained and does not require a further review until the next review cycle
KM (Retain for KM)	<ul style="list-style-type: none">•Can be retained short term or long term•Will be reviewed annually as part of records review process
PA (Permanent Archive)	<ul style="list-style-type: none">•Retain as Permanent Archive as detailed in the Retention Schedule•Decision to retain permanently even outwith Retention Schedule

46. As there are very few records held on the P:drive this should not be an onerous task. Refer to the [Information and Records Management Handbook](#), Section 4 for details of the records held on the P:drive.
47. Once you have reviewed a set of records and changed the renamed as appropriate you can sort using the file name. Move the records to the relevant folder e.g. a group of records to be moved to the destroy folder.
48. If the 1st reviewer is unsure of the action required for a record they should leave the record in the Review folder so that it can be assessed by the 2nd reviewer.

Step 4 – 2nd review of records

49. The 2nd reviewer should now carry out a review of the records within each folder to determine if the correct action has been applied. The 2nd reviewer will normally be the record custodian of the function with detailed knowledge of the records generated by the activities carried out within that function.
50. The 2nd review should be carried out in a specific order of folders:- Destroy, Retain then Review. By doing this it should mean that the reviewer should only have to review each folder once despite the fact that records may need to be moved between folders.
51. The 2nd reviewer should use the flowcharts in [Appendix 1](#) to aid the review process. The flowcharts relate to VC records but the review decisions can be applied to all records.
52. On completion of the review process the reviewer should ensure that all records within the Destroy folder have been updated with destroy at the start of the file name.
53. All records within the Retain folder should have been updated with the appropriate acronym - Rvd, KM or PA.
54. The review folder should be empty.

Step 5 – Action outcome of review decisions

55. Following completion of the 2nd review the HOCS should be notified that the review of records is complete and ready for the outcomes to be actioned.
56. HOCS should give authorisation that the outcome actions can be applied and in particular that records can be deleted. This will be carried out by OMT as follows.

Destroy Folders

57. The metadata of the records in the Destroy folder must be copied to the [Destruction Register](#) and the records will be deleted.
58. Within the Destroy folder select a group of records marked for destruction (as detailed at paragraph 35). Make sure that you have all the metadata visible on your screen - filename, date modified, type and size.
59. Right click, copy then paste this metadata into the Destruction Register in tab marked 'Server Drives'.
60. Ensure that the information has pasted into the spreadsheet correctly and that you save the file.
61. Go back to the P:drive screen, right click on the selected records, select Delete and select Yes to confirm deletion of the records.
62. Continued selecting records until all records marked for destruction have been deleted with the metadata captured on the Destruction Register spreadsheet.
63. Update the 'Date destroyed', 'Reviewed by' and Approved by' fields on the Destruction Register before checking the document back into VC.

Retain Folders

64. OMT will export the records within the Retain folder to the correct location within the function folders and ensure that the naming conventions used for the records are consistent and in line with the guidance in Section 6 of the [Information and Records Management Handbook](#).

Review Folders

65. Following completion of Stage 4 the Review folder should be empty and will be deleted by OMT as part of the Closing Review process.

Closing Review Process

66. Once the Destroy, Retain and Review folders are empty the folders will be deleted.
67. The HOCS will make arrangements to have any [File Plan and Retention Schedule Amendment Forms](#) actioned.

Part 3 – Workpro review process

Records eligible for review

68. Access to the File Management function within Workpro is restricted to staff with System Administrator rights (i.e. the HOCS and Administrators).
69. Workpro automatically generates lists and reports of electronic case files which qualify for file management. The content is determined by parameters which reflect the [File Plan and Retention Schedule](#), and which have been entered into Workpro.
70. The lists and reports comprise (for cases qualifying for file management):
 - (i) All Document Destruction - all electronic documents to be deleted from the Workpro database & SharePoint content database
 - (ii) Case data Anonymisation - configured case data sections with personal data are anonymised.
 - (iii) Case history data destruction - case history data is deleted.
71. The Workpro Administration Manual provides further information on the File Management eligibility criteria and process.

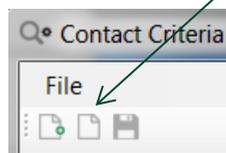
Part 4 – ACT! review process

72. ACT! is a contact management software package used to capture record what are 'day to day records of communication between SIC and external agencies and individuals that do not form part of cases managed in Workpro'¹.
73. The retention period for records in ACT! is:-
 - (i) Contacts – delete all contacts marked as inactive for 2+ years
 - (ii) Activity – delete all activity 2+ years
74. ACT! contact and activity records will be managed on a calendar year basis i.e. the cut-off date each year will be 31 December. This will be the point at which the 2 year retention is calculated.
75. The review and deletion of records will take place in quarter 4 (January to March) of each year.
76. Before carrying out any deletions in ACT! backup the database using the Backup option in the File tab.

Stage 1 – Contacts in ACT!

Step 1 & 2– Preparation and identifying records for review

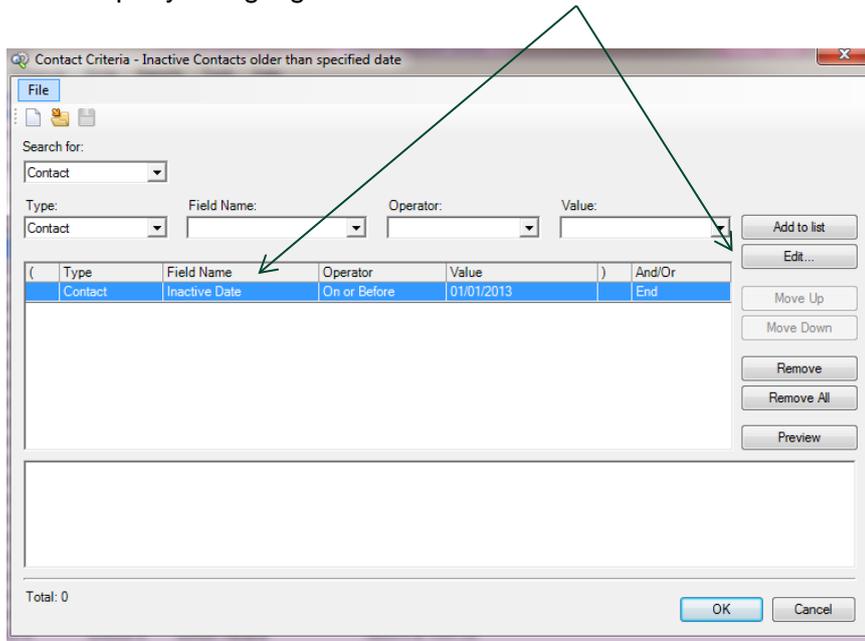
77. All users have the ability to customise how they view records in ACT! however to see the relevant information you will have to make sure that these columns are in view:-
 - (i) Inactive Date
 - (ii) Contact Name
 - (iii) Organisation
 - (iv) Job Title
78. Open ACT!, go to the Lookup option on the top bar, select Advanced then Advanced Query.
79. A Contact Criteria box will open, select the open folder



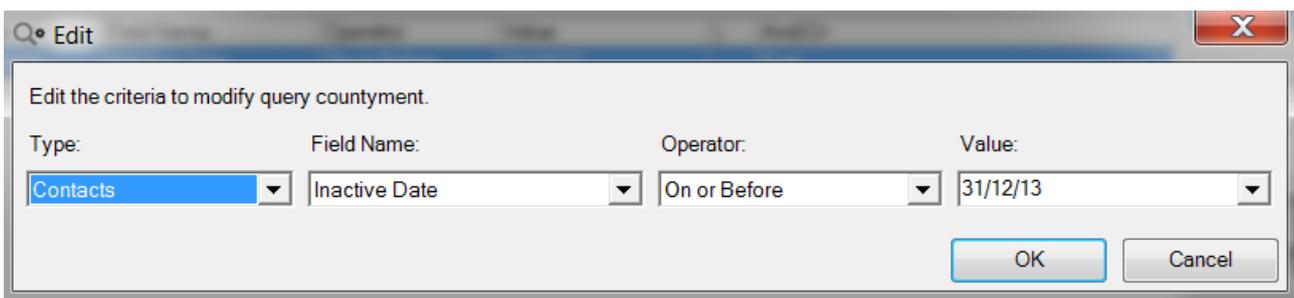
80. When the Open dialog box opens select and open the query named Inactive Contacts older than specified date.QRY.
81. This will now populate the Contact Criteria box with the query to run.

¹ Section 4, C5 Information and Records Management Handbook

82. Click on the query to highlight it then select Edit



83. A new box will open allowing you to edit the query



84. You will need to edit the date shown in the value column. The correct date can be calculated as follows:-

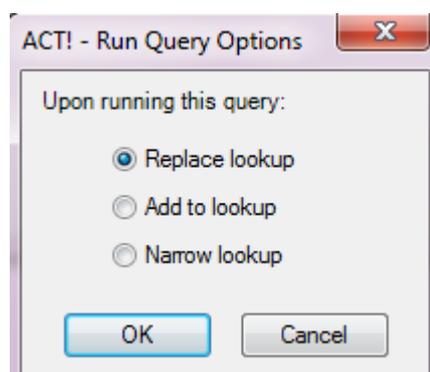
- (i) When are you carrying out the review i.e. February 2016
- (ii) Cut-off date is 31 December of each year – in this example this will be 31 December 2015
- (iii) Retention period – delete all contacts marked as inactive for 2+ years
- (iv) Date for the 'value' column will be 31 December 2013.

85. Update the Value date and select OK

86. In the query window select OK

87. You will be asked if you want to save the current query, select Yes

88. You will then be shown an ACT! – Run Query Options box. Make sure Replace lookup is selected then OK.

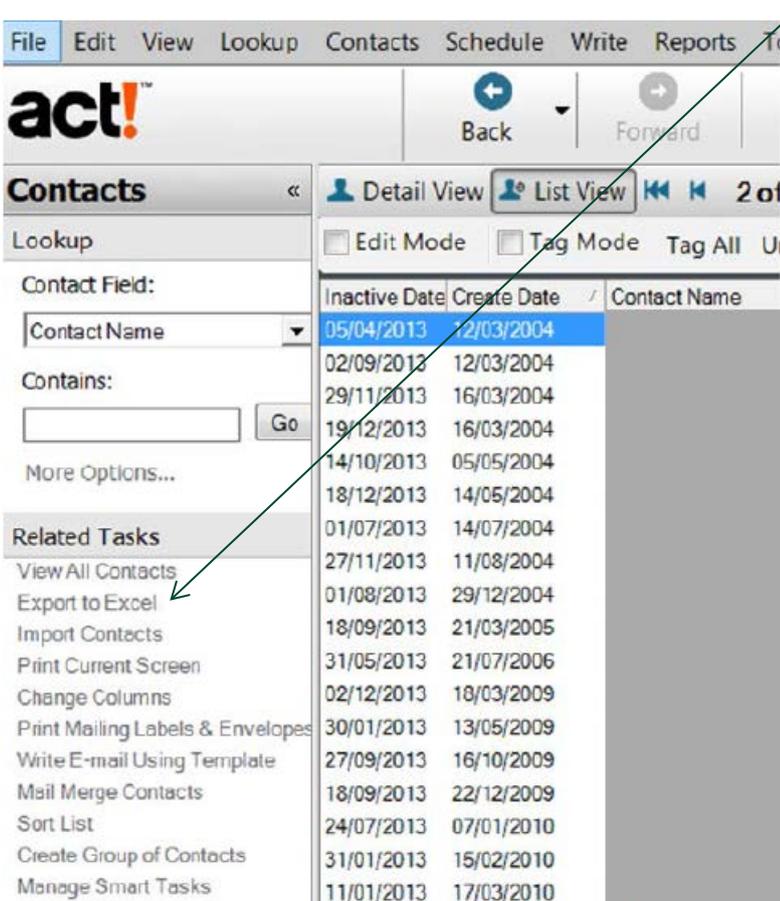


89. The query result should look similar to this (depending on the order of your columns):-

Inactive Date	Create Date	Contact Name	Organisation	Job Title
05/04/2013	12/03/2004		Holyrood Magazine	Publisher
02/09/2013	12/03/2004		Scottish Government	Head of Cabinet, Parliament and Gov
29/11/2013	16/03/2004		Royal Bank of Scotland	Senior Business Manager
19/12/2013	16/03/2004		Computer Application Services	Business Development
14/10/2013	05/05/2004		Office of the Information Commissioner (Ireland)	Commissioner
18/12/2013	14/05/2004		Law at Work	Legal Manager
01/07/2013	14/07/2004		Commissioner for Ethical Standards in Public Life in	Commissioner
27/11/2013	11/08/2004		Scottish Government	Development Advisor

Step 3 & 4 – 1st and 2nd review of records

90. Due to the day to day nature of the contacts and activity in ACT! records identified as inactive from the query do not require 1st and 2nd level of review as we would with records in Virtual Cabinet for example.
91. However before the contacts identified as inactive from the query can be deleted a record should be saved to the current Destruction Register in VC.
92. With the query result on the screen select 'Export to Excel on the left hand side of the screen



93. The query results will open in an Excel document.
94. Copy and paste the information from the Excel document into the ACT! Contacts tab of the appropriate Destruction Register in VC.

95. Save and check in the Destruction Register and then open and check that the information has saved correctly.
96. Once you are satisfied that the information is successfully saved to the Destruction Register the contacts can be deleted in ACT!

Step 5 – Action outcome

97. To delete the contacts identified from the query, highlight groups of records, right click and select 'Delete Contacts'.
98. You will be presented with a box asking you to confirm the deletions as shown below.

Inactive Date	Create Date	Contact Name	Organisation	Job Title
05/04/2013	12/03/2004		Holyrood Magazine	Publisher
02/09/2013	12/03/2004		Scottish Government	Head of Cat
29/11/2013	16/03/2004		Royal Bank of Scotland	Senior Busin
19/12/2013	16/03/2004		Computer Application Services	Business De
14/10/2013	05/05/2004		Office of the Information Commissioner (Ireland)	Commission
18/12/2013	14/05/2004		Law at Work	Legal Manag
01/07/2013	14/07/2004		Commissioner for Ethical Standards in Public Life in	Commission
27/11/2013	11/08/2004		Scottish Government	Developmen
01/08/2013	29/12/2004		Cornegie College	Principal
18/09/2013	21/03/2005		Grampian Police	Business Le
31/05/2013	21/07/2006			
02/12/2013	18/03/2009			
30/01/2013	13/05/2009			
27/09/2013	16/10/2009			
18/09/2013	22/12/2009			
24/07/2013	07/01/2010			
31/01/2013	15/02/2010			
11/01/2013	17/03/2010			
30/05/2013	17/03/2010			
11/01/2013	17/03/2010			
29/05/2013	17/03/2010			



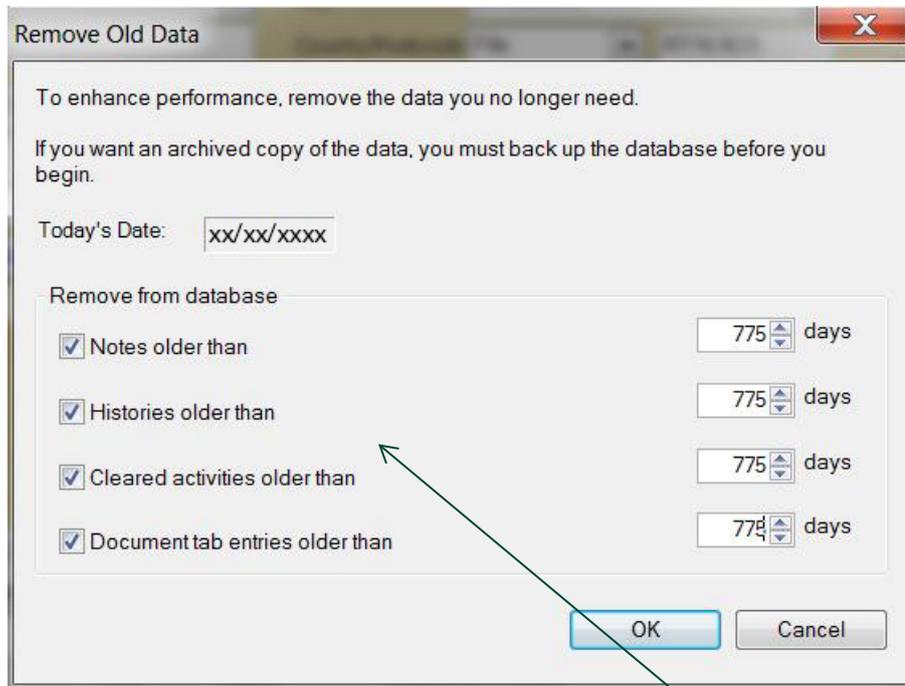
99. Note that once these contacts are deleted this cannot be undone.
100. Confirm that you wish to delete the selected contacts and also confirm in the next warning box which will come up.
101. Continue this process until all records from the query are deleted.

Stage 2 – Activity in ACT!

Step 1 to 4 – Preparation and identifying records for review

102. Open Act!, go to Tools, Database Maintenance, Remove Old Data.

103. The following dialog box will open



104. The date shown will be today's date and cannot be changed as this is the system date from ACT!. This is the date you would use in the calculation at 113(i)

105. Ensure that the tick boxes under Remove from database are all ticked.

106. To run the tool you must calculate the total number of days (including weekends) to allow deletion of activity 2+ years old.

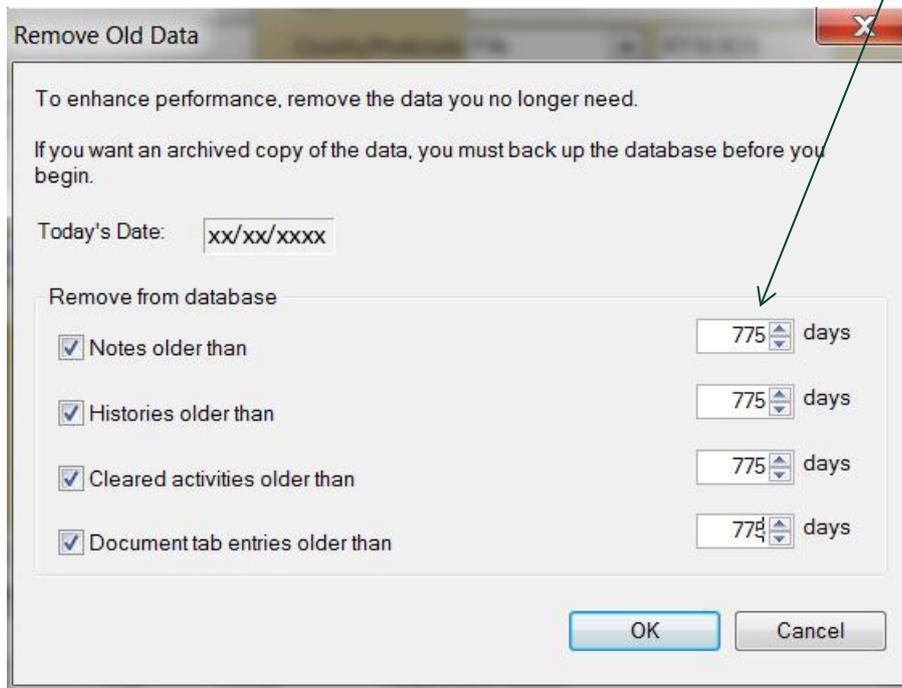
107. The correct date can be calculated as follows:-

- (i) On the day you are carrying out the review i.e. 14 February 2016
- (ii) Cut-off date is 31 December of each year – in this example this will be 31 December 2015
- (iii) Retention period – delete all activity 2+ years old
- (iv) Number of days in this example will be:
 - (a) 1 January to 14 February 2016 = 45 days
 - (b) 2015 = 365 days
 - (c) 2014 = 365 days
 - (d) Total = 775 days

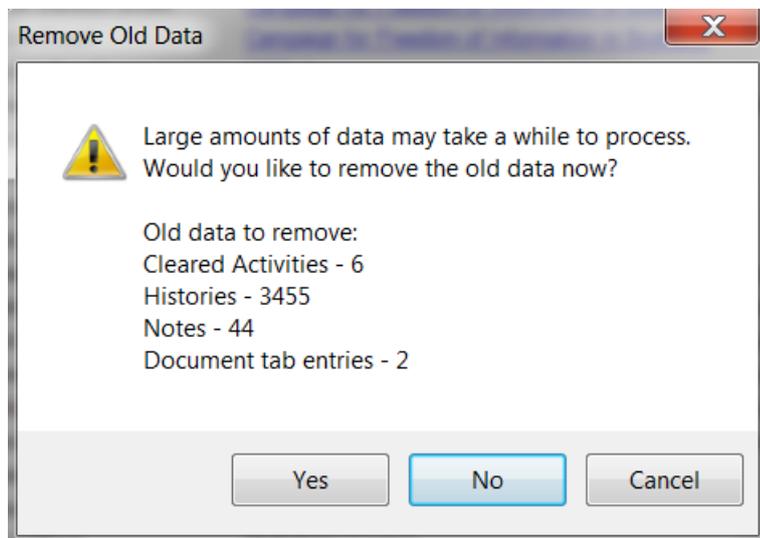
108. There are various calculators available online by searching days from date calculator e.g.

- <http://calendarhome.com/calculate/days-from-a-date>
- <http://www.timeanddate.com/date/dateadded.html?d1=14&m1=01&y1=2016&type=su&b&ay=&am=&aw=&ad=744&rec=>

109. Amend the number of days shown in the Remove Old Data boxes, select OK.



110. Once the tool has run you will be shown a dialog box detailing the old data which will be removed.



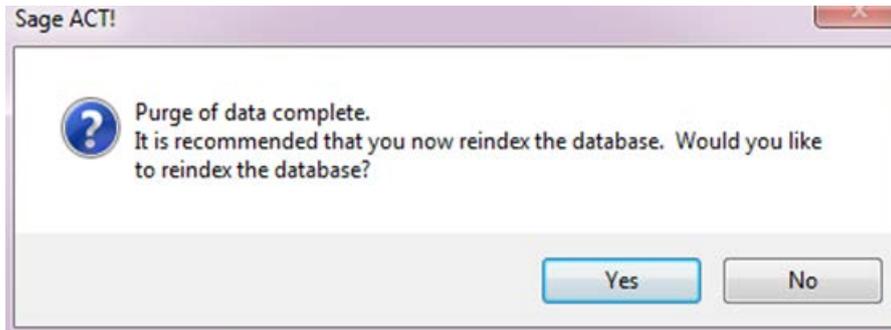
111. Do not remove the data the first time you run the tool. Note the results from the dialog box, select No and double check your number of days calculations to ensure that you are selecting the correct time period.

112. Run the tool as many times as required in order to be satisfied with the result.

113. Once satisfied that the calculation is correct the data can be removed.

Step 5 – Action outcome

114. Run the Remove old data tool as detailed above.
115. Insert a screen clipping if the Remove Old Data results box into the ACT! Activities tab in the appropriate Destruction Register in VC.
116. Select Yes in the dialogue box and the data will be deleted.
117. On completion the following dialog box will be displayed.



118. Select Yes

Part 5 – Simply Personnel review process

119. Simply Personnel is a human resources management software package introduced on 1 September 2013.
120. Detailed procedures for the review of records held within Simply Personnel will be developed and implemented during the next scheduled review of Corporate Services records. (Quarter 3, commencing 1 October 2016).

Part 6 – Paper Records

Step 1 & 2 – Preparation and identifying records for review

121. OMT will carry out searches of all paper records identified by the [File Plan and Retention Schedule](#) as being held for the particular function being reviewed.
122. The records will be sorted in an appropriate order to assist the 1st review e.g. all records relating to a specific tender submission will be grouped together or all papers relating to a financial year would be collated together.
123. Records previously identified as being retained for their knowledge management value must be reviewed annually to determine if they continue to be of value therefore OMT will carry out searches to identify these records.

Step 3 – 1st review of records

124. The 1st reviewer, as delegated by the record custodian, should compare the records identified for review against the File Plan and Retention Schedule and make a decision as to the action required for that record.
125. The 1st reviewer should enter details of records for destruction on the appropriate [Destruction Register](#) spreadsheet in VC.
126. The register's ask for the following information:-

Date destroyed	Date the documents were destroyed - this field will be updated at Step 5
No of items	If there are a small amount of records enter the number of items. Alternatively if there are a larger number of items this can be entered as e.g. 1 x box or 8 x folder. Make sure the 'Item Details' column contains a summary of the contents
Item details	Brief summary of the items
Location	Where the items were located e.g. secure store, Bell cupboard
Trigger	The trigger as detailed in the Retention Schedule
Trigger Date	E.g. end of contract date or completion of audit date
Retention Period	The retention period detailed on the Retention Schedule
Date due for destruction	Date due for destruction
1st Reviewed by	Name
2nd Reviewed by	Name
Date Approved	Date 2nd reviewer approved the destruction
Reason for destruction	Will always be Retention Schedule. Destruction of convenience copies or ephemeral paper records will not be recorded on the destruction register.
Method of Destruction	Console for shredding (see Step 5 for details)

127. Records which will be retained should be collated for the 2nd reviewer to review.

Step 4 – 2nd review of records

128. The 2nd reviewer will now carry out a review of the records to determine if the correct action has been applied. The 2nd reviewer will normally be the record custodian of the function with detailed knowledge of the records generated by the activities carried out within that function.

129. If the 2nd reviewer agrees with the decision to destroy the record they should update the Destruction Register with their name and date approved.

130. The 2nd reviewer will also review the records identified for retention to confirm that the correct action has been recommended by the 1st reviewer.

Step 5 – Action outcome of review decisions

131. Following completion of the 2nd review the records will be updated by OMT to reflect the review outcomes.

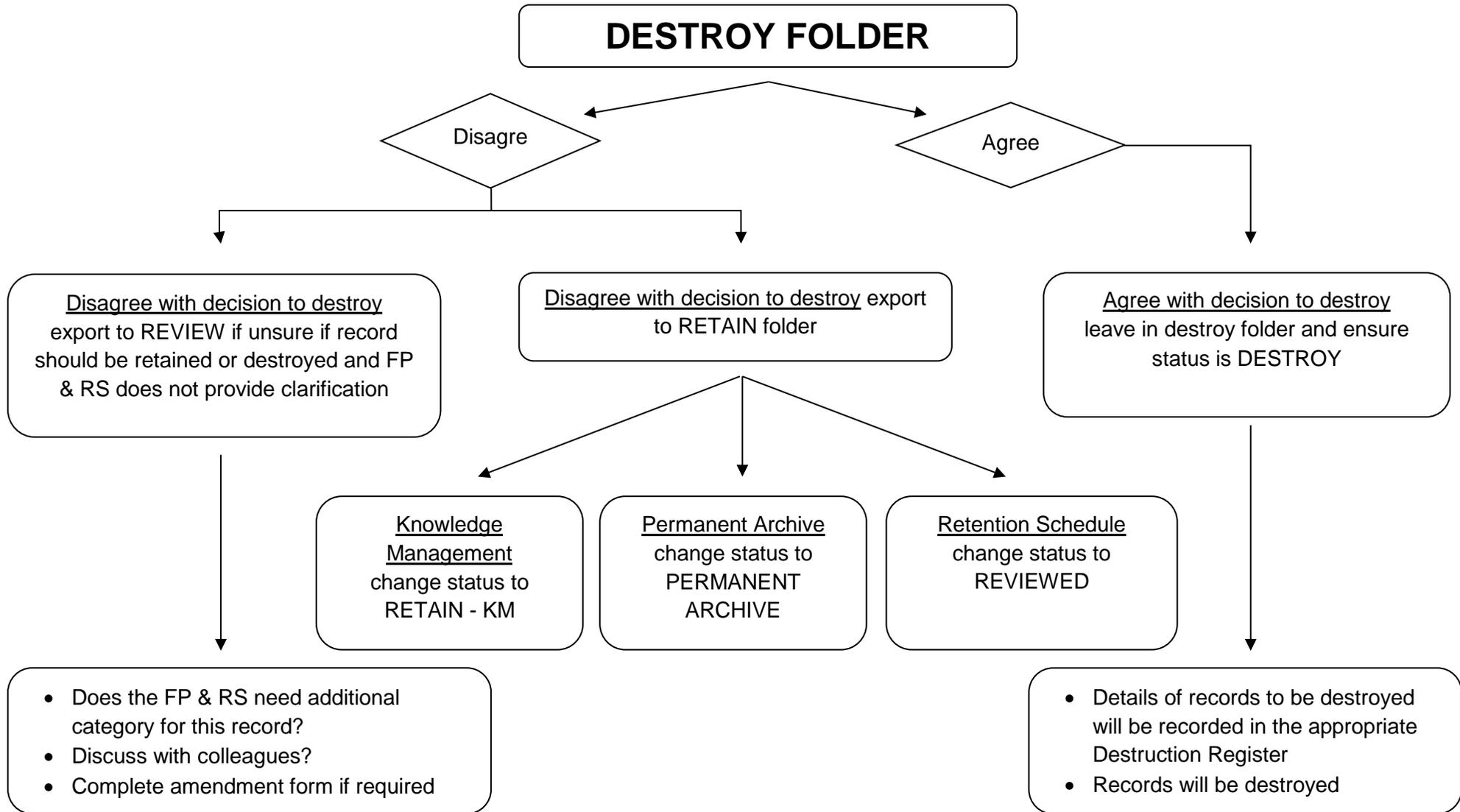
132. Items identified for destruction will be put into the consoles for secure destruction. Refer to Section 7 of the [Information and Records Management Handbook](#) for guidance on the use of consoles.

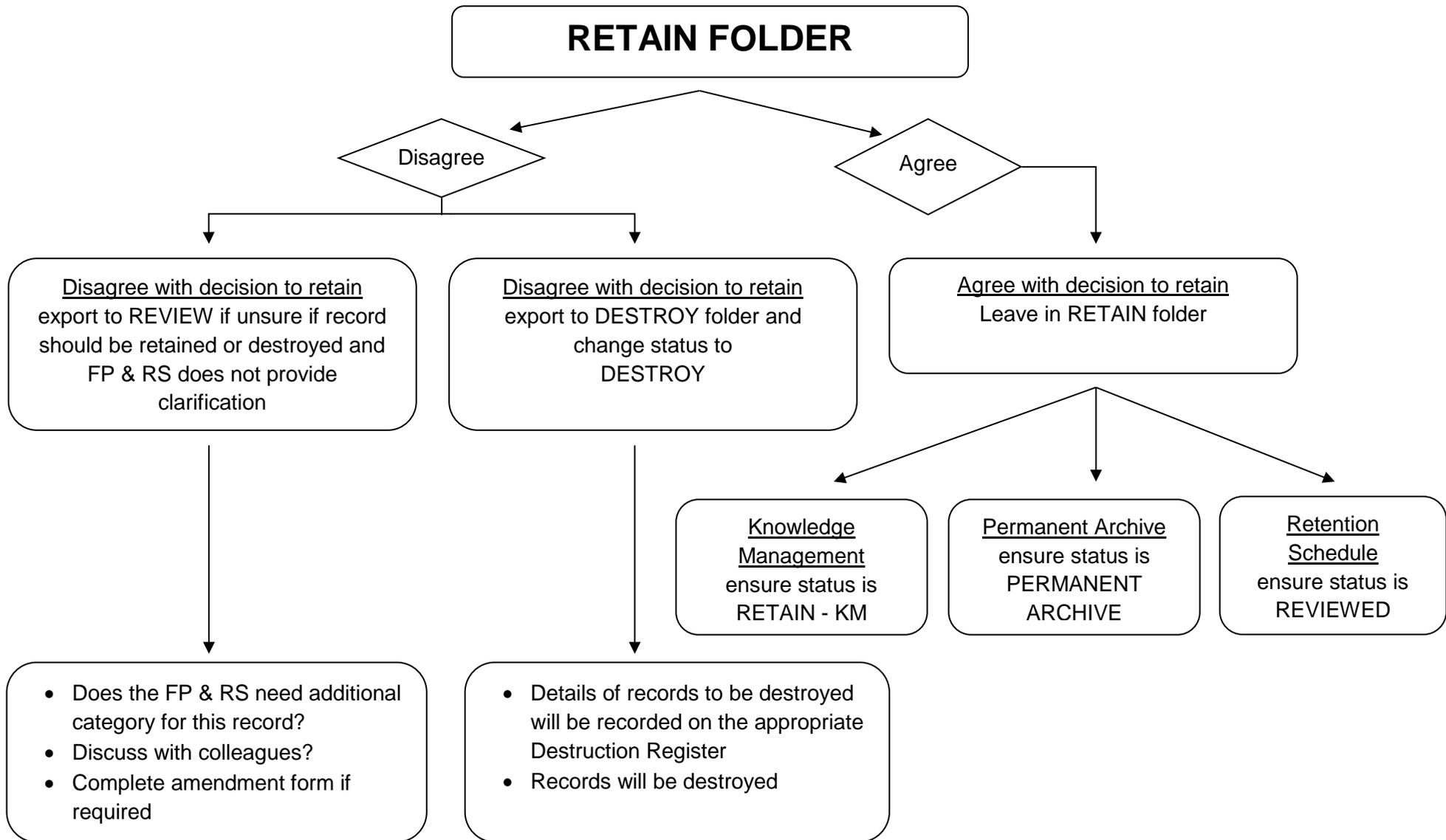
133. Update column 1 of the Destruction Register with the date of destruction.

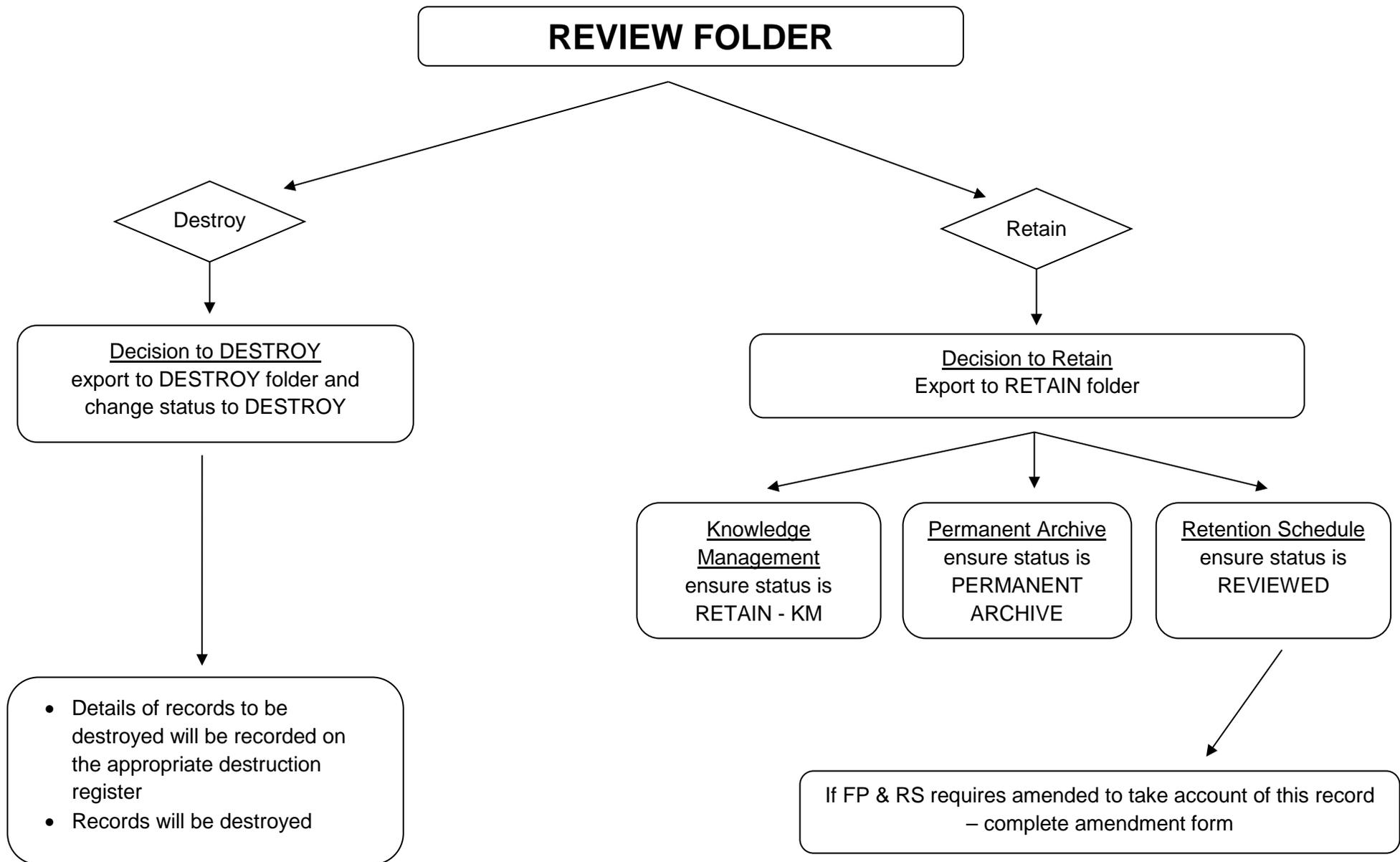
134. OMT will return paper records identified for retention to the appropriate location as detailed on the File Plan and Retention Schedule.

Appendices

Appendix 1 – VC Flowcharts







Appendix 2 - File Plan and Retention Schedule Amendment Form

Function (e.g.01 – Corporate Management and Governance)								
Activity (e.g. 01.07 - Strategy and Planning)								
ACTIVITY / RECORDS SERIES	EXAMPLES OF RECORD TYPES	TRIGGER	RETENTION PERIOD	ACTION	CUSTODIAN	AUTHORITY	CITATION/NOTES	LOCATION
<i>Example – Press Releases</i>		<i>Date of release</i>	<i>5 years</i>	<i>Review for KM value</i>	<i>HOPI</i>	<i>Business requirement</i>		<i>VC</i>
COMMENTS:- (e.g. reason for amendment; reason for chosen trigger/retention period/action etc.)								
Requester		Team Meeting (date)				Committee Report INVU number		
HoD		SMT Approval (date)				File Plan/RS updated (date)		

Appendix 3 – VC Feedback Form

141. When indexing records within VC there is the facility to specify specific subjects and organisations which apply to an interest. Using these index fields helps when searching for records e.g. all records for a particular organisation regardless of where in VC it is indexed.
142. The scheduled review of records within VC is an ideal opportunity to update the subjects and organisation which apply to the particular function you are reviewing.

Interest	
<u>Existing Subject/Organisation</u>	
Subject	
Organisation	
Details/Reason for Change (e.g. no longer used)	
<u>New Subject/Organisation</u>	
Subject	
Organisation	
Reason for addition (e.g. successful tender organisation)	
<i>Amendment Requested By</i>	
<i>Date of Request</i>	
Submit the completed form to the HOCS for authorisation	
<i>Amendment Authorised</i>	
<i>VC Updated</i>	
<i>Date Updated</i>	

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