

KEY DOCUMENT REVIEWS OVERDUE/FORTHCOMING TO 31 March 2020

Sorted by 1. Responsible Manager; 2. Date next planned review (oldest first)

C5	Key holder information	96073	Procedure	HOCS	FAM	Annual	Oct-18	B	s.30(b)(ii) & s.38(1)(b)
C5	Payroll and Pensions Procedures	103545	Procedure	HOCS	FAM	Annual	Jan-19	B	
C1	Senior Management Team biographies	74706	Biography	HOCS	FAM	3 - Yearly	Jul-19	B	
C5	Records review Procedures	75246	Procedure	HOCS	FAM	3 - Yearly	Aug-19	B	
C5	Act! User manual	81510	Manual	HOCS	FAM	4 - Yearly	Sep-19	B	
C5	Act! Administrator manual	81516	Manual	HOCS	FAM	4 - Yearly	Sep-19	B	
C5	Driving for work purposes: procedures for checks	80098	Pol & Pro	HOCS	FAM	3 - Yearly	Nov-19	B	
C5	Workpro Administration Manual	85941	Procedure	HOCS	FAM	3 - Yearly	Feb-20	B	
C5	Carbon Footprint Update Procedures	95053	Procedure	HOCS	FAM	3 - Yearly	Mar-20	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	
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	
C5	Health & Safety Policy and Handbook	98825	Pol&Pro	SMT	HOCS	Annual	Nov-18	B	
C5	Health & Safety Policy and Handbook (readacted version for publication)	98838	Pol&Pro	SMT	HOCS	Annual	Nov-18	B	
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	34084	Policy	SMT	HOCS	3 - Yearly	Dec-18	B	
C1	Memorandum of Understanding between the Keeper of the Records of Scotland and SIC - in relation to transfer of	37724	Pol&Pro	SMT	HOCS	As required	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	Employee Handbook	17556	Handbook	SMT	HOCS	Annual	Dec-18	A	
C5	Data Protection Policy and Handbook	39909	Pol&Pro	SMT	HOCS	2 - Yearly	Dec-18	A	
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	35080	Pol&Pro	SMT	HOCS	3 - Yearly	Jan-19		
C5	References Policy and Procedure	1492	Pol&Pro	SMT	HOCS	5 - Yearly	Jan-19	B	
C7	Equality monitoring - Service users, annual report	100948	Report	SMT	HOCS	Annual	Jan-19		
C5	Business Continuity Plan	10241	Plan	SMT	HOCS	Annual	Sep-19	B	
C5	Information Asset Register	83578	Other	SMT	HOCS	2 - Yearly	Nov-19		
C2	Enquiries Guidance and Procedures	44951	Procedure	SMT	HOCS	3 - Yearly	Dec-19	B	
C5	Administration Manual	95792	Manual	HOCS	HOCS	3 - Yearly	Dec-19	B	
C5	Critical Incident Arrangements	85346	Procedure	SMT	HOCS	3 - Yearly	Jan-20	B	
C5	Key Documents Handbook	84980	Pol & Pro	SMT	HOCS	3 - Yearly	Feb-20	B	
C2	Statement of Public Task under the Re-use of Public Sector Information Regulations 2015	69778	Statement	SMT	HOCS	4 - Yearly	Mar-20	B	
C2	Responding to Information Requests Guidance and Procedures	85601	Procedure	SMT	HOCS	3 - Yearly	Mar-20	B	
C5	Information and Records Management Handbook	85931	Procedure	SMT	HOCS	3 - Yearly	Mar-20	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	35562	Pol&Pro	SIC	HOE	As required	May-18	B	
C2	Application Form	81402	Other	SMT	HOE	2 - Yearly	Mar-19	A	
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	
C2	FOISA/EIRs Guidance: does FOI law give a right to information or to copies of documents?	75064	Briefing	SMT	HOE	3 - Yearly	Jul-19	A	
C2	FOISA/EIRs Information requests: the name of the requester or applicant	76160	Briefing	SMT	HOE	3 - Yearly	Aug-19	A	
C2	FOISA Guidance: Vexatious or repeated requests	76436	Procedure	SMT	HOE	3 - Yearly	Aug-19	A	
C2	EIRs Exception Guidance: Regulation 10(4)(b): Manifestly unreasonable requests	76574	Briefing	SMT	HOE	3 - Yearly	Aug-19	A	
C2	FOISA Exemption Guidance Section 38: Personal Information	107913	Briefing	SMT	HOE	3 - Yearly	Aug-19	A	
C2	EIRs Guidance Regulation 11: Personal Data	107934	Briefing	SMT	HOE	3 - Yearly	Aug-19	A	
C2	FOISA/EIRs guidance: Content of notices	49254	Briefing	SMT	HOE	3 - Yearly	Dec-19	A	
C2	DPIA: Review of Investigations Handbook	123386	Form	SMT	HOE	Annual	Jan-20		
C1	2014 05 26 Memorandum of Understanding with the Keeper of the Records of Scotland (regulatory function) - SIGNED	43175	Pol&Pro	SMT	HOPI	5 - Yearly	Apr-18	A	
C2	Setting up your FOI function: Guidance for Scottish public authorities new to FOI	68181	Tool	SMT	HOPI	Annual	Apr-18	B	
C2	Setting up your FOI function: Checklist for Scottish public authorities new to FOI	68189	Tool	SMT	HOPI	Annual	Apr-18	B	
C2	Communication Strategy 2015-20	60881	Policy	SMT	HOPI	2 - Yearly	Jul-18	B	
C2	TOOLKIT Guide: Getting started	76462	Briefing	SIC	HOPI	3 - Yearly	Aug-19	A	
C2	TOOLKIT Introduction to the FOI Self-assessment Toolkit	76466	Briefing	SIC	HOPI	3 - Yearly	Aug-19	A	
C2	TOOLKIT Guide: How to carry out an FOI self-assessment	76472	Briefing	SMT	HOPI	3 - Yearly	Aug-19	A	

C2	TOOLKIT TEMPLATE: Summary of findings	76482	Form	SIC	HOPI	3 - Yearly	Aug-19	A
C2	TOOLKIT TEMPLATE: Improvement Action Plan	76486	Form	SIC	HOPI	3 - Yearly	Aug-19	A
C2	TOOLKIT Module 01: Responding on time Standards and Criteria	76493	Briefing	SIC	HOPI	3 - Yearly	Aug-19	A
C2	TOOLKIT Module 01: Assessment Questions and Evidence Grid	76497	Briefing	SIC	HOPI	3 - Yearly	Aug-19	A
C2	TOOLKIT Module 02: Searching for, locating and retrieving information Standards and Criteria	76503	Briefing	SIC	HOPI	3 - Yearly	Aug-19	A
C2	TOOLKIT Module 02: Assessment Questions and Evidence Grid	76506	Briefing	SIC	HOPI	3 - Yearly	Aug-19	A
C2	TOOLKIT Module 03: Advice and assistance, Standards and Criteria	76510	Briefing	SIC	HOPI	3 - Yearly	Aug-19	A
C2	TOOLKIT Module 03: Assessment Questions and Evidence Grid	76513	Briefing	SIC	HOPI	3 - Yearly	Aug-19	A
C2	TOOLKIT Module 04 Publishing Information Standards and Criteria CURRENT ISSUE	88833	Briefing	SIC	HOPI	3 - Yearly	Aug-19	A
C2	TOOLKIT Module 04 Assessment Questions and Evidence Grid CURRENT ISSUE	88834	Briefing	SIC	HOPI	3 - Yearly	Aug-19	A
C5	Online appeal portal procedures	76303	Procedure	HOPI	HOPI	3 - Yearly	Aug-19	A
C5	Visual identity, style and formatting guide	78433	Pol & Pro	SMT	HOPI	3 - Yearly	Oct-19	A
C1	Making an information request to the Commissioner - web page	80514	Other	SMT	HOPI	3 - Yearly	Nov-19	
C2	Making the most of your right to know: tips for requesting information under FOISA and the EIRs	80302	Briefing	SMT	HOPI	3 - Yearly	Nov-19	A
C2	Model Publication Scheme: Guide for Scottish Public Authorities	110244	Briefing	SMT	HOPI	Annual	Nov-19	A
C2	Model Publication Scheme	110248	Briefing	SMT	HOPI	Annual	Nov-19	A
C5	Website terms and conditions statement	81597	Policy	SMT	HOPI	3 - Yearly	Nov-19	A
C5	Guidance for Internal Bulletin Online	85354	Procedure	HOPI	HOPI	3 - Yearly	Nov-19	A
C2	Developing Public Authority FOI Practice: Strategic Approach 2016-2020	83572	Policy	SMT	HOPI	3 - Yearly	Jan-20	A
C2	FOI/EIR Statistics Portal Collection Procedures	79823	Procedure	HOPI	HOPI	3 - Yearly	Mar-20	A
C2	Who is covered by FOI legislation in Scotland?: Schedule 1 to the Freedom of Information (Scotland) Act 2002	86817	Briefing	SMT	HOPI	Annual	Mar-20	A
C5	Information Strategy	82649	Policy	SMT	SIC	Annual	May-18	B
C2	2016-2020 Strategic Plan	68245	Plan	SIC	SIC	Annual	Jan-19	A