

KEY DOCUMENT REVIEWS OVERDUE/FORTHCOMING TO 30 September 2019

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

Responsible Manager	Document Title	Reference Number	Document Type	Category	Version	Review Frequency	Next Review Date	Review Status	Exemptions
C5	Key holder information	96073	Procedure	HOCS	FAM	Annual	Oct-18	B	Exemptions s.30(b)(ii) and 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	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	
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		
C5	Health & Safety Policy and Handbook	98825	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	Nov-18	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	34084	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	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	
C5	Recruitment Policy and Handbook	40932	Pol&Pro	SMT	HOCS	3 - Yearly	Jan-19	B	
C7	Equality monitoring - Service users, annual report	100948	Report	SMT	HOCS	Annual	Jan-19		
C5	Healthy Living Scheme policy, procedure and guidance	79068	Pol & Pro	SMT	HOCS	Annual	May-19	B	
C5	Business Continuity Plan	10241	Plan	SMT	HOCS	Annual	Sep-19	B	
C1	Memorandum of Understanding between the Scottish Information Commissioner, the Crown Office & Procurator Fiscal Service and the Chief Constable of the Police	35562	Pol&Pro	SIC	HOE	As required	May-18	B	
C2	Guide for applicants: What Happens Next?	34584	Briefing	HOE	HOE	3 - Yearly	May-18	B	
C7	Quality Assurance Criteria and Procedures: Investigations	60483	Procedure	SMT	HOE	3 - Yearly	Oct-18	B	
C2	Investigations Handbook	44845	Procedure	SMT	HOE	4 - Yearly	Nov-18	A	
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	
C2	How to make a valid application to the Scottish Information Commissioner, Guidance for requesters	81404	Briefing	SMT	HOE	2 - Yearly	Mar-19	B	
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
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	Information Strategy	82649	Policy	SMT	SIC	Annual	May-18	B
C2	2016-2020 Strategic Plan	68245	Plan	SIC	SIC	Annual	Jan-19	A
C7	Performance and Quality Framework 2018-19	111088	Plan	SMT	SIC	Annual	Apr-19	B