

KEY DOCUMENT REVIEWS OVERDUE/FORTHCOMING TO 31 March 2021
Sorted by 1. Responsible Manager; 2. Date next planned review (oldest first)

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|----|--|--------|-----------|------|------|-------------|--------|---|--------------------------|
| C4 | Senior Management Team biographies | 74706 | Biography | HOCS | FAM | As required | N/A | B | s30(b)(ii) and s38(1)(b) |
| C5 | Records review Procedures | 75246 | Procedure | HOCS | FAM | 3 - Yearly | Aug-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 | Virtual Cabinet Administrator Manual | 95080 | Procedure | HOCS | FAM | 3 - Yearly | Jul-20 | B | |
| C5 | IT & Telephone Manual | 95069 | Procedure | HOCS | FAM | 3 - Yearly | Oct-20 | B | |
| C5 | Key holder information | 96073 | Procedure | HOCS | FAM | Annual | Nov-20 | B | |
| C5 | Payroll and Pensions Procedures | 132668 | Procedure | HOCS | FAM | Annual | Jan-21 | B | |
| C4 | Fixed Assets Policy | 103556 | Policy | HOCS | FAM | 3 - Yearly | Mar-21 | | |
| C5 | Environmental Policy | 9706 | Policy | SMT | HOCS | 5 - Yearly | Feb-18 | B | |
| C5 | Information and Records Management Policy | 36244 | Pol&Pro | SMT | HOCS | Annual | 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 | Equality Policy | 19231 | Pol&Pro | SMT | HOCS | Annual | Dec-18 | B | |
| C1 | Unacceptable Actions Policy | 29132 | Policy | SMT | HOCS | 3 - Yearly | Dec-18 | B | |
| C4 | Register of interests policy and guidance | 33476 | Policy | SMT | HOCS | 3 - Yearly | Dec-23 | B | |
| C1 | Ministry of Justice Payroll Services Agreement | 35075 | Other | SIC | HOCS | As required | Dec-18 | B | |
| 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 | Jul-23 | | |
| C5 | References Policy and Procedure | 4492 | Pol&Pro | SMT | HOCS | 5 - Yearly | Dec-23 | B | |
| C7 | Equality monitoring - Service users, annual report | 100948 | Report | SMT | HOCS | Annual | Jan-19 | | |
| 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 | PRSA Records Management Plan | 42970 | Plan | SMT | HOCS | 3 - Yearly | Feb-20 | B | |
| C5 | Key Documents Handbook | 84980 | Pol & Pro | SMT | HOCS | 3 - Yearly | Feb-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 | |
| C7 | Biodiversity Report 2015 -17 | 106655 | Report | SMT | HOCS | 3 - Yearly | Oct-20 | | |
| C5 | Business Continuity Plan | 10241 | Plan | SMT | HOCS | Annual | Dec-20 | B | |
| C5 | Health & Safety Policy and Handbook | 126801 | Pol&Pro | SMT | HOCS | Annual | Jan-21 | B | |
| C5 | Health & Safety Policy and Handbook (redacted version for publication) | 126802 | Pol&Pro | SMT | HOCS | Annual | Jan-21 | B | |
| C5 | Model Induction Manual | 43747 | Manual | SMT | HOCS | As required | Jan-21 | B | |
| C1 | Internal Communications | 70218 | Policy | SMT | HOCS | 5 - Yearly | Jan-21 | B | |
| C2 | C2 How the Commissioner will respond to FOI requests during the temporary office closure due to the Covid-19 pandemic | 140287 | Policy | SMT | HOCS | As required | Feb-21 | A | |
| G6 | Procurement Policy and Procedures | 400368 | Pol&Pro | SMT | HOCS | 3 - Yearly | Feb-21 | B | |
| G6 | Contracting with the Scottish Information Commissioner: Information for Contractors | 429644 | Briefing | SMT | HOCS | 3 - Yearly | Feb-21 | B | |
| C1 | Memorandum of Understanding between the Keeper of the Records of Scotland and SIC - in relation to transfer of records | 37724 | Pol&Pro | SMT | HOCS | As required | Mar-21 | B | |
| C1 | Complaints Handling Procedures | 55658 | Procedure | SMT | HOCS | 3 - Yearly | Mar-21 | B | |

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| C1 | How to make a complaint | 55673 | Other | SMT | HOCS | 3 - Yearly | Mar-21 | B |
| C2 | Statement of Public Task under the Re-use of Public Sector Information Regulations 2015 | 69778 | Statement | SMT | HOCS | Annual | Mar-21 | B |
| C5 | Employee Handbook | 17556 | Handbook | SMT | HOCS | Annual | Mar-21 | 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) | 35562 | Pol&Pro | SIC | HOE | As required | May-18 | B |
| C2 | Validation in the Validation Officer's Absence | 76527 | Procedure | HOE | HOE | 2 - Yearly | Aug-22 | B |
| C1 | 2018 Unacceptable Actions Register & Guidance | 103697 | Report | SMT | HOE | Annual | Jan-19 | B |
| 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 | DPIA: Review of Investigations Handbook | 123386 | DPIA | SMT | HOE | Annual | Jan-20 | |
| C2 | FOISA Guidance: FOI in the UK - Differences between the Scottish and UK FOI Acts | 91522 | Briefing | SMT | HOE | 3 - Yearly | Apr-20 | A |
| C2 | EIRs Guidance Regulation 10(5)(a): International relations, defence, etc. | 89652 | Briefing | SMT | HOE | 3 - Yearly | Jun-20 | A |
| C2 | EIRs Guidance Regulation 10(5)(b): Course of justice, ability to receive a fair trial, etc. | 89655 | Briefing | SMT | HOE | 3 - Yearly | Jun-20 | A |
| C2 | EIRs Guidance Regulation 10(5)(g): Protection of the environment v01 | 91526 | Briefing | SMT | HOE | 3 - Yearly | Aug-20 | A |
| C2 | EIRs Guidance Regulation 10(4)(c): Requests which are too general v01 | 91529 | Briefing | SMT | HOE | 3 - Yearly | Aug-20 | A |
| C2 | EIRs Guidance Regulation 10(4)(e): Internal communications v01 | 91535 | Briefing | SMT | HOE | 3 - Yearly | Aug-20 | A |
| C2 | EIRs Guidance Regulation 10(5)(f): Third party interests v01 | 91537 | Briefing | SMT | HOE | 3 - Yearly | Aug-20 | A |
| C2 | EIRs Guidance Regulation 10(5)(c): Intellectual property rights v01 | 91540 | Briefing | SMT | HOE | 3 - Yearly | Aug-20 | A |
| C2 | Investigations Handbook | 123335 | Procedure | SMT | HOE | 4 - Yearly | Aug-24 | A |
| C2 | Policy on seeking legal expenses | 97944 | Policy | SIC | HOE | 3 - Yearly | Jan-21 | A |
| C2 | C2 EIRs Guidance: Introduction to the EIRs | 97984 | Briefing | SMT | HOE | 3 - Yearly | Jan-21 | A |
| C2 | C2 EIRs Guidance: What is environmental information? | 97989 | Briefing | SMT | HOE | 3 - Yearly | Jan-21 | A |
| C2 | C2 EIRs Guidance: Which bodies are covered by the EIRs? | 97992 | Briefing | SMT | HOE | 3 - Yearly | Jan-21 | A |
| C2 | C2 EIRs Guidance: What do the EIRs require Scottish public authorities to do? | 97994 | Briefing | SMT | HOE | 3 - Yearly | Jan-21 | A |
| C2 | C2 EIRs Guidance: Handling requests for environmental information | 97997 | Briefing | SMT | HOE | 3 - Yearly | Jan-21 | A |
| C2 | C2 EIRs Guidance: The Exceptions | 97999 | Briefing | SMT | HOE | 3 - Yearly | Jan-21 | A |
| C2 | Enforcement Policy | 130882 | Policy | SMT | HOE | 4 - Yearly | Jan-21 | A |
| C2 | FOISA Exemption Guidance Section 38: Personal Information | 434223 | Briefing | SMT | HOE | 3 - Yearly | Jan-21 | A |
| C2 | EIRs Guidance Regulation 11: Personal Data | 434225 | Briefing | SMT | HOE | 3 - Yearly | Jan-21 | A |
| C2 | FOISA Exemption Guidance Section 25: Information otherwise accessible | 98851 | Briefing | SMT | HOE | 3 - Yearly | Feb-21 | A |
| C2 | Coronavirus (Scotland) Act 2020: Determining the effects of the Coronavirus on requests responded to between 7 April 2020 and 26 May 2020 | 140242 | Guidance | SMT | HOE | As required | Mar-21 | A |
| C2 | C2 Determining the effects of the coronavirus on an authority's ability to respond to requests | 140244 | Guidance | SMT | HOE | As required | Mar-21 | A |
| C1 | 2014 05 28 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 | 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 |

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| 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 |
| 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 | 76823 | Procedure | HOPI | HOPI | 3 - Yearly | Mar-20 | A |
| C2 | Publication Scheme Notification: Internal management procedures | 84988 | Procedure | HOPI | HOPI | 3 - Yearly | May-20 | |
| C2 | C2 Your Right To Know - External Print Version | 56478 | Briefing | SIC | HOPI | 5 - Yearly | Jul-20 | A |
| C2 | C2 Your Right To Know - Online Word Version | 56481 | Briefing | SIC | HOPI | 5 - Yearly | Jul-20 | A |
| C2 | FOI Guide in Arabic | 58825 | Briefing | HOPI | HOPI | 5 - Yearly | Jul-20 | A |
| C2 | FOI Guide in Bengali | 58826 | Briefing | HOPI | HOPI | 5 - Yearly | Jul-20 | A |
| C2 | FOI Guide in Gaelic | 58827 | Briefing | HOPI | HOPI | 5 - Yearly | Jul-20 | A |
| C2 | FOI Guide in Gujarati | 58828 | Briefing | HOPI | HOPI | 5 - Yearly | Jul-20 | A |
| C2 | FOI Guide in Kurdish | 58829 | Briefing | HOPI | HOPI | 5 - Yearly | Jul-20 | A |
| C2 | FOI Guide in Mandarin | 58830 | Briefing | HOPI | HOPI | 5 - Yearly | Jul-20 | A |
| C2 | FOI Guide in Polish | 58831 | Briefing | HOPI | HOPI | 5 - Yearly | Jul-20 | A |
| C2 | FOI Guide in Somali | 58832 | Briefing | HOPI | HOPI | 5 - Yearly | Jul-20 | A |
| C2 | FOI Guide - Text for Translation into Community Languages | 58833 | Briefing | HOPI | HOPI | 5 - Yearly | Jul-20 | A |
| C2 | FOI Guide in Turkish | 58834 | Briefing | HOPI | HOPI | 5 - Yearly | Jul-20 | A |
| C2 | FOI Guide in Urdu | 58835 | Briefing | HOPI | HOPI | 5 - Yearly | Jul-20 | A |
| C2 | Communication Strategy 2015-20 | 127998 | Policy | SMT | HOPI | 2 - Yearly | Jul-20 | B |
| C2 | SIC Twitter account: conventions, procedures and protocols | 64081 | Procedure | SMT | HOPI | 2 - Yearly | Mar-21 | B |
| 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-21 | A |
| C2 | Policy on Speaking Engagements | 404654 | Policy | SMT | HOPI | 3 - Yearly | Mar-24 | B |
| C2 | Intervention Procedures | 404657 | Procedure | SMT | HOPI | 3 - Yearly | Mar-24 | A |
| C2 | VI Formatting Quick Guide | 50113 | Procedure | SMT | SIC | 5 - Yearly | Oct-19 | B |
| C2 | 2020-2024 Strategic Plan | 132850 | Plan | SIC | SIC | Annual | Jan-21 | A |