

KEY DOCUMENT REVIEWS OVERDUE/FORTHCOMING TO 30 September 2021
Sorted by 1. Responsible Manager; 2. Date next planned review (oldest first)

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	IT & Telephone Manual	95069	Procedure	HOCS	FAM	3 - Yearly	Oct-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
C1	Ministry of Justice Payroll Services Agreement	35075	Other	SIC	HOCS	As required	Dec-18	B
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
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
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 (readacted 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
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
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

Exemptions
s30(b)(ii) and
s38(1)(b)

C5	Human Resources Strategy	121405	Plan	SMT	HOCS	2 - Yearly	Apr-21	B
C1	Statement on Sustainable Growth	135631	Statement	SMT	HOCS	Annual	May-21	B
C5	Privacy Notice	102891	Policy	SMT	HOCS	Annual	May-21	A
C5	Healthy Living Scheme policy, procedure and guidance	79068	Pol & Pro	SMT	HOCS	Annual	May-21	B
C1	Internal Audit Plan 2020-21 to 2022-22	139281	Plan	SMT	HOCS	Annual	Aug-21	
C1	Internal Audit Policy	139288	Policy	SMT	HOCS	Annual	Aug-21	B
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
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)(c): Intellectual property rights v01	91540	Briefing	SMT	HOE	3 - Yearly	Aug-20	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	130822	Policy	SMT	HOE	4 - Yearly	Jan-21	A
C2	FOISA Exemption Guidance Section 25: Information otherwise accessible	98851	Briefing	SMT	HOE	3 - Yearly	Feb-21	A
C2	FOISA Exemption Guidance Section 26: Prohibitions on disclosure	104208	Briefing	SMT	HOE	3 - Yearly	Jun-21	A
C2	Exemption Guidance Section 27: Information intended for future publication	104211	Briefing	SMT	HOE	3 - Yearly	Jun-21	A
C2	FOISA Exemption Guidance Section 38: Personal Information	131223	Briefing	SMT	HOE	3 - Yearly	Jul-21	A
C2	EIRs Guidance Regulation 11: Personal Data	131225	Briefing	SMT	HOE	3 - Yearly	Jul-21	A
C2	How to make a valid application to the Scottish Information Commissioner; Guidance for requesters	123375	Briefing	SMT	HOE	2 - Yearly	Aug-21	B
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
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

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
C5	Website terms and conditions statement	81597	Policy	SMT	HOPI	3 - Yearly	Nov-19	A
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	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	Accessibility Statement - Statistics Portal	138614	Briefing	SMT	HOPI	Annual	Jun-21	
C2	Accessibility Statement - Commissioner's Website	138618	Briefing	SMT	HOPI	Annual	Jun-21	
C2	VI Formatting Quick Guide	50113	Procedure	SMT	SIC	5 - Yearly	Oct-19	B
C7	Performance and Quality Framework 2019-20	140322	Plan	SMT	SIC	Annual	Apr-21	B