

**KEY DOCUMENT REVIEWS OVERDUE/FORTHCOMING TO 31 March 2022**  
**Sorted by 1. Responsible Manager; 2. Date next planned review (oldest first)**

C5	Workpro Administration Manual	85941	Procedure	HOCS	FAM	3 - Yearly	Feb-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	Records review Procedures	75246	Procedure	HOCS	FAM	3 - Yearly	Oct-21	B
C5	Environmental Policy	9706	Policy	SMT	HOCS	5 - Yearly	Feb-18	B
C5	File Plan and Retention Schedule	72711	Procedure	SMT	HOCS	Annual	Mar-18	B
C7	Quality Assurance Criteria and Procedures: Enquiries	98932	Procedure	SMT	HOCS	Annual	Dec-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
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	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	Business Continuity Plan	10241	Plan	SMT	HOCS	Annual	Dec-20	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
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	How the Commissioner will respond to FOI requestes during the temporary office closure due to the Covid-19 pandemic	140287	Policy	SMT	HOCS	As required	Feb-21	A
C2	Statement of Public Task under the Re-use of Public Sector Information Regulations 2015	69778	Statement	SMT	HOCS	Annual	Mar-21	B
C5	Human Resources Strategy	121405	Plan	SMT	HOCS	2 - Yearly	Apr-21	B
C5	Privacy Notice	102891	Policy	SMT	HOCS	Annual	May-21	A
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
C4	Finance Handbook	111081	Policy	SMT	HOCS	3 - Yearly	Nov-21	
C6	Procurement Policy	100368	Pol&Pro	SMT	HOCS	3 - Yearly	Dec-21	B
C6	Contracting with the Scottish Information Commissioner: Information for Contractors	129611	Briefing	SMT	HOCS	3 - Yearly	Dec-21	B
C2	Re-use request form	116652	Form	SMT	HOCS	3 - Yearly	Mar-22	B
C2	C2 Re-use of Public Sector Information: Re-use statement and guidance for applicants v02	116656	Policy	SMT	HOCS	3 - Yearly	Mar-22	B

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

C5	Business Continuity Policy	85362	Policy	SMT	HOCS	5 - Yearly	Mar-22	A
C5	Data Protection Policy and Handbook	149083	Pol&Pro	SMT	HOCS	Annual	Mar-22	A
C5	Information and Records Management Policy	153689	Pol&Pro	SMT	HOCS	Annual	Mar-22	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)(f): Third party interests v01	91537	Briefing	SMT	HOE	3 - Yearly	Aug-20	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
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	Sep-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	Sep-21	A
C2	Exemption Guidance Section 28: Relations within the United Kingdom	108975	Briefing	SMT	HOE	3 - Yearly	Oct-21	A
C2	Exemption Guidance Section 29: Formulation of Scottish Administration policy etc	108978	Briefing	SMT	HOE	3 - Yearly	Oct-21	A
C2	FOISA Guidance Section 30: Prejudice to effective conduct of public affairs	108980	Briefing	SMT	HOE	3 - Yearly	Oct-21	A

C2	FOISA Guidance Section 31: National security and defence	108982	Briefing	SMT	HOE	3 - Yearly	Oct-21	A
C2	FOISA Guidance Section 32: International Relations	108987	Briefing	SMT	HOE	3 - Yearly	Oct-21	A
C2	C2 TOOLKIT Module 05: Assessment Questions and Evidence Grid	108990	Briefing	SIC	HOE	3 - Yearly	Oct-21	A
C2	C2 TOOLKIT Module 05: Reviews Standards and Criteria	108992	Briefing	SIC	HOE	3 - Yearly	Oct-21	A
C2	Guide for applicants: What Happens Next?	123333	Briefing	HOE	HOE	3 - Yearly	Oct-21	B
C5	Data Protection Safeguards Policy: Appropriate Policy Document	126558	Procedure	SMT	HOE	2 - Yearly	Oct-21	A
C2	Guidance on Information requests verbal, telephone and email	110251	Briefing	SMT	HOE	3 - Yearly	Nov-21	A
C2	FOISA Guidance Section 33: Commercial interests and the economy	110255	Briefing	SMT	HOE	3 - Yearly	Nov-21	A
C2	FOISA Exemption Guidance Section 34: Investigations by Scottish Public Authorities	110257	Briefing	SMT	HOE	3 - Yearly	Nov-21	A
C2	FOISA Exemption Guidance Section 35: Law Enforcement	110265	Briefing	SMT	HOE	3 - Yearly	Nov-21	A
C2	C2 The Scottish Information Commissioner's investigations: a guide for Scottish public authorities	113390	Guidance	SMT	HOE	3 - Yearly	Feb-22	B
C5	Privacy Notice: investigations for law enforcement purposes	114477	Procedure	SMT	HOE	3 - Yearly	Feb-22	A
C2	FOISA Exemption Guidance Section 36: Confidentiality	116526	Briefing	SMT	HOE	3 - Yearly	Mar-22	A
C2	FOISA Exemption Guidance Section 37: Court Records, etc	116535	Briefing	SMT	HOE	3 - Yearly	Mar-22	A
C2	FOISA Exemption Guidance Section 39: Health, safety and the environment	116543	Briefing	SMT	HOE	3 - Yearly	Mar-22	A
C2	FOISA Exemption Guidance Section 40: Audit functions	116596	Briefing	SMT	HOE	3 - Yearly	Mar-22	A
C2	Responding to Re-use requests: Guidance and Procedures v02	116630	Procedure	SMT	HOE	3 - Yearly	Mar-22	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	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	Communication Strategy 2015-20	127998	Policy	SMT	HOPI	2 - Yearly	Jul-20	B
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	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 - Commissioner's Website	154379	Briefing	SMT	HOPI	Annual	Nov-21	
C2	British Sign Language (BSL) Plan 2018-2023	142122	Plan	SMT	HOPI	Annual	Dec-21	
C2	Accessibility Statement - Statistics Portal	154381	Briefing	SMT	HOPI	Annual	Dec-21	
C7	Public Service Reform Act 2010 (PSRA) definition of public realtions - internal guidance not	111912	Procedure	SMT	HOPI	Annual	Dec-21	B
C2	Model Publication Scheme	149283	Briefing	SMT	HOPI	Annual	Mar-22	A
C2	Model Publication Scheme: Guide for Scottish Public Authorities	149288	Briefing	SMT	HOPI	Annual	Mar-22	A
C2	VI Formatting Quick Guide	50113	Procedure	SMT	SIC	5 - Yearly	Oct-19	B
C7	Performance and Quality Framework 2021-22	140322	Plan	SMT	SIC	Annual	Apr-21	B
C2	2020-2024 Strategic Plan	132850	Plan	SIC	SIC	Annual	Jan-22	A