

KEY DOCUMENT REVIEWS OVERDUE/FORTHCOMING TO 30 September 2023

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

Class	Title	VC No	Type	Approved	Resp MG	Review Freq	Next Planned Review	Retention Category	Comments
C4	Fixed Assets Policy	10526	Policy	HOCBS	FAM	3 - Yearly	Mar-21		Exemptions s30(b)(i) and s38(1)(b)
C5	Driving for work purposes - procedures for checks	12657	Pol & Pro	HOCBS	FAM	3 - Yearly	Nov-22	B	
C4	Travel & Expenses Policy	14233	Pol&Pro	HOCBS	FAM	3 - Yearly	Jul-21		
C5	Process review Procedures	7524	Procedure	HOCBS	FAM	3 - Yearly	Jul-23	B	
C5	Remote Working Guidance	16009	Guidance	HOCBS	FAM	As required	Jul-23		
C5	File Plan and Retention Schedule	72711	Procedure	SMT	HOCBS	Annual	Mar-21	B	
C9	Open Data Publication Plan (Excel Master)	60773	Policy	SMT	HOCBS	Annual	Mar-18	B	
C2	Enquiries Guidance and Procedures	44351	Procedure	SMT	HOCBS	3 - Yearly	Dec-19	B	
C7	Quality Assurance Criteria and Procedures: Enquiries	56332	Procedure	SMT	HOCBS	Annual	Dec-18	B	
C7	Equality monitoring - Service users, annual report	100848	Report	SMT	HOCBS	Annual	Jan-19		
C5	Information Asset Register	83578	Other	SMT	HOCBS	2 - Yearly	Nov-19		
C5	Key Documents Handbook	84500	Pol & Pro	SMT	HOCBS	3 - Yearly	Feb-20	B	
C5	Business Continuity Plan	92441	Plan	SMT	HOCBS	Annual	Dec-20	B	
C2	Statement of Public Trust under the Review of Public Sector Information Regulations 2015	89778	Statement	SMT	HOCBS	Annual	Oct-21	B	
C2	Responding to Information Requests Guidance and Procedures	85801	Procedure	SMT	HOCBS	3 - Yearly	Nov-21	B	
C5	Business Continuity Policy	85302	Policy	SMT	HOCBS	5 - Yearly	Mar-22	A	
C2	Re-use request form	116652	Form	SMT	HOCBS	3 - Yearly	Apr-22	B	
C2	C2 Re-use of Public Sector Information: Re-use Statement and guidance for Applicants v02	116656	Policy	SMT	HOCBS	3 - Yearly	Apr-22	B	
C6	Procurement Policy	103058	Pol&Pro	SMT	HOCBS	3 - Yearly	Oct-22	B	
C6	Contracting with the Scottish Information Commissioner: Information for Contractors	126511	Briefing	SMT	HOCBS	3 - Yearly	Oct-22	B	
C5	Publication Scheme Handbook	127376	Handbook	SMT	HOCBS	3 - Yearly	Nov-22	B	
C1	2022-23 O Filiberty register of interests declaration form	166424	Form	HOCBS	HOCBS	Annual	Apr-23	B	
C4	Finance Handbook	111081	Policy	SMT	HOCBS	3 - Yearly	Jun-23		
C5	Employee Handbook	152224	Handbook	SMT	HOCBS	Annual	Jun-23	A	
C5	Manpower Policy	172835	Policy	SMT	HOCBS	Annual	Jun-23		
C5	Data Protection Policy and Handbook	145033	Pol&Pro	SMT	HOCBS	Annual	Mar-23	A	
C1	2022-23 C Step-en register of interests declaration form	166444	Form	HOCBS	HOCBS	Annual	Apr-23	B	
C1	Operational Plan 2022-23	172786	Plan	SMT	HOCBS	Annual	Apr-23	A	
C1	Risk Management Policy	172209	Policy	SMT	HOCBS	Annual	Apr-23	B	
C5	Health and Safety Policy and Handbook	153701	Pol&Pro	SMT	HOCBS	Annual	Jun-23	B	
C5	Health and Safety Policy and Handbook - restricted version for publication	153703	Pol&Pro	SMT	HOCBS	Annual	Jun-23	B	
C5	Privacy Notice	165550	Policy	SMT	HOCBS	Annual	Jun-23	A	
C1	Equality Policy	127447	Pol&Pro	SMT	HOCBS	Annual	Jul-23	B	
C1	Internal Audit Policy	173660	Policy	SMT	HOCBS	Annual	Jul-23	B	
C5	Information and Records Management Policy	153803	Pol&Pro	SMT	HOCBS	Annual	Jul-23	B	
C5	COVID-19 Absences (ill health, staying at home, caring responsibilities, vaccinations, foreign travel)	169090	Policy	SMT	HOCBS	As required	Jul-23		
C1	Internal Audit Plan 2022-2023 to 2024-2025	173885	Plan	SMT	HOCBS	Annual	Aug-23		
C1	Internal Audit Plan 2022-2023 to 2024-2025 Redacted version for publication	173874	Plan	SMT	HOCBS	Annual	Aug-23		
C5	Critical Incident Arrangements	120515	Procedure	SMT	HOCBS	3 - Yearly	Sep-23	B	
C2	FOISA Guidance: charging a fee or refusing to comply with a request on excessive cost grounds	130709	Briefing	SMT	HOE	3 - Yearly	Oct-21	A	
C2	FOISA Guidance: Verbal or repeated requests	174233	Briefing	SMT	HOE	3 - Yearly	Oct-21	A	
C2	ERIS Exemption Guidance: Regulation 10 (b), Manifestly unreasonable requests	76574	Briefing	SMT	HOE	3 - Yearly	Oct-21	A	
C2	ERIS Guidance Regulation 10 (5)(f), Third party interests v02	152079	Briefing	SMT	HOE	3 - Yearly	Nov-21	A	
C2	FOISA Exemption Guidance Section 25: Information otherwise accessible	56351	Briefing	SMT	HOE	3 - Yearly	Nov-21	A	
C2	FOISA Exemption Guidance Section 26: Prohibitions on disclosure	104208	Briefing	SMT	HOE	3 - Yearly	Dec-21	A	
C2	Exemption Guidance Section 27: Information intended for future publication	104211	Briefing	SMT	HOE	3 - Yearly	Jan-22	A	
C5	Privacy Notice: Investigations for law enforcement purposes	114877	Procedure	SMT	HOE	3 - Yearly	Feb-22	A	
C2	Exemption Guidance Section 28: Relations within the United Kingdom	108975	Briefing	SMT	HOE	3 - Yearly	Mar-21	A	
C2	Exemption Guidance Section 29: Formulation of Scottish Administration policy etc	108978	Briefing	SMT	HOE	3 - Yearly	Mar-22	A	
C2	FOISA Guidance Section 30: Prejudice to effective conduct of public affairs	108965	Briefing	SMT	HOE	3 - Yearly	Mar-22	A	
C2	FOISA Guidance Section 31: National security and defence	108982	Briefing	SMT	HOE	3 - Yearly	Mar-22	A	
C2	FOISA Guidance Section 32: International Relations	108987	Briefing	SMT	HOE	3 - Yearly	Mar-22	A	
C2	Guidance on information requests: verbal, telephone and email	110251	Briefing	SMT	HOE	3 - Yearly	Mar-22	A	
C2	FOISA Guidance Section 33: Commercial interests and the economy	110255	Briefing	SMT	HOE	3 - Yearly	Mar-22	A	
C2	FOISA Exemption Guidance Section 34: Investigations by Scottish Public Authorities	110257	Briefing	SMT	HOE	3 - Yearly	Apr-22	A	
C2	FOISA Exemption Guidance Section 35: Law Enforcement	110265	Briefing	SMT	HOE	3 - Yearly	Apr-22	A	
C2	C2 The Scottish Information Commissioner's investigations: a guide for Scottish public authorities	67400	Procedure	SMT	HOE	3 - Yearly	Apr-22	B	
C2	FOISA Exemption Guidance Section 36: Confidentiality	110266	Briefing	SMT	HOE	3 - Yearly	Apr-22	A	
C2	FOISA Exemption Guidance Section 37: Court Records, etc	110559	Briefing	SMT	HOE	3 - Yearly	Apr-22	A	
C2	FOISA Exemption Guidance Section 39: Health, safety and the environment	110543	Briefing	SMT	HOE	3 - Yearly	Apr-22	A	
C2	FOISA Exemption Guidance Section 40: Arch Functions	110566	Briefing	SMT	HOE	3 - Yearly	Apr-22	A	
C2	Responding to Re-use requests: Guidance and Procedures v02	156850	Procedure	SMT	HOE	3 - Yearly	Apr-22	B	
C2	FOISA Exemption Guidance Section 41: Communications with His Majesty etc, and honours	176465	Briefing	SMT	HOE	3 - Yearly	Apr-22	A	
C2	What Happens Next? A guide for applicants	174305	Briefing	HOE	HOE	3 - Yearly	Jul-22	B	
C2	Investigations Handbook	123335	Procedure	SMT	HOE	4 - Yearly	Aug-22	A	
C2	ERIS Guidance: Guidance for bodies not subject to the Freedom of Information (Scotland) Act 2002	123372	Briefing	SMT	HOE	3 - Yearly	Aug-22	A	
C2	DRPA: Review of Investigations Handbook	123355	DRPA	SMT	HOE	Annual	Dec-22		
C2	FOISA Guidance: The Public Interest test in FOISA	130557	Briefing	SMT	HOE	3 - Yearly	Feb-23	A	
C2	Enforcement Policy	130922	Policy	SMT	HOE	4 - Yearly	Feb-23	A	
C2	ERIS Guidance: The Public Interest test in the ERIS	130912	Briefing	SMT	HOE	3 - Yearly	Feb-23	A	
C2	FOISA Exemption Guidance Section 38: Personal Information	131223	Briefing	SMT	HOE	3 - Yearly	Feb-23	A	
C2	ERIS Guidance Regulation 11: Personal Data	131225	Briefing	SMT	HOE	3 - Yearly	Mar-23	A	
C2	ERIS Guidance: Charging for environmental information	131227	Briefing	SMT	HOE	3 - Yearly	Mar-23	A	
C2	Visual Identity Guidelines	46473	Manual	SMT	HOFI	As required	Apr-18	A	
C5	Visual Identity: style and branding guide	78433	Pol & Pro	SMT	HOFI	3 - Yearly	Oct-19	A	
C2	C2 Your Right To Know - External Print Version	56478	Briefing	SIC	HOFI	5 - Yearly	Nov-19	A	
C5	Website terms and conditions statement	81597	Policy	SMT	HOFI	3 - Yearly	Nov-19	A	
C2	C2 Your Right To Know - Online Word Version	56481	Briefing	SIC	HOFI	5 - Yearly	Dec-19	A	
C2	FOI Guide in Arabic	58325	Briefing	HOFI	HOFI	5 - Yearly	Mar-20	A	
C2	FOI Guide in Bengali	58326	Briefing	HOFI	HOFI	5 - Yearly	Jul-20	A	
C2	FOI Guide in Gaelic	58327	Briefing	HOFI	HOFI	5 - Yearly	Jul-20	A	

C2	FOI Guide in Gujarati	58323	Briefing	HQPI	HQPI	5 - Yearly	Feb-21	A
C2	FOI Guide in Kurdish	58329	Briefing	HQPI	HQPI	5 - Yearly	Mar-21	A
C2	FOI Guide in Mandarin	58330	Briefing	HQPI	HQPI	5 - Yearly	Mar-21	A
C2	FOI Guide in Polish	58331	Briefing	HQPI	HQPI	5 - Yearly	Mar-21	A
C2	FOI Guide in Somali	58332	Briefing	HQPI	HQPI	5 - Yearly	Jun-21	A
C2	FOI Guide - Text for Translation into Community Languages	58333	Briefing	HQPI	HQPI	5 - Yearly	Jun-21	A
C2	FOI Guide in Turkish	58334	Briefing	HQPI	HQPI	5 - Yearly	Jul-21	A
C2	FOI Guide in Urdu	58335	Briefing	HQPI	HQPI	5 - Yearly	Jul-21	A
C2	SIC helpline account: conventions, procedures and protocols	64281	Procedure	SMT	HQPI	2 - Yearly	Oct-21	B
C2	Setting up your FOI function: Guidance for Scottish public authorities new to FOI	68181	Tool	SMT	HQPI	Annual	Oct-21	B
C2	Setting up your FOI function: Checklist for Scottish public authorities new to FOI	68188	Tool	SMT	HQPI	Annual	Oct-21	B
C2	Making the most of your right to know: Tips for requesting information under FOISA and the EIRs	80302	Briefing	SMT	HQPI	3 - Yearly	Nov-21	A
C2	Who is covered by FOI legislation in Scotland? Schedule 1 to the Freedom of Information (Scotland) Act 2002	86917	Briefing	SMT	HQPI	Annual	Nov-21	A
C2	C2 TOOLKIT Module 08: Assessment Questions and Evidence Grid	100990	Briefing	SIC	HQPI	3 - Yearly	Mar-22	A
C2	C2 TOOLKIT Module 09: Review Standards and Criteria	100992	Briefing	SIC	HQPI	3 - Yearly	Mar-22	A
C5	Website Manual	140253	Manual	HQPI	HQPI	2 - Yearly	Oct-22	A
C7	Public Service Reform Act 2019 (PSRA) definition of public reactions - internal guidance not	162309	Procedure	SMT	HQPI	Annual	Oct-22	B
C2	VI Formating Quick Guide	50113	Procedure	SMT	SIC	5 - Yearly	Aug-19	B
C5	Information Strategy	131293	Policy	SMT	SIC	Annual	Jan-23	B
C7	Performance and Quality Framework 2022-23	172165	Plan	SMT	SIC	Annual	Mar-23	B
C7	Performance and Quality Framework 2022-23	172165	Plan	SMT	SIC	Annual	Mar-23	B
C1	2022-23 H Gender-Swift register of interests declaration form	166438	Form	SIC	SIC	Annual	Apr-23	B
C2	Standard letters (Workpress) Enquiries						Jan-23	B
C2	Standard letters (Workpress) RFI/SARs						Jan-23	B
C2	Standard letters (Workpress) Applications / Enforcement						Jan-23	B