

KEY DOCUMENT REVIEWS OVERDUE/FORTHCOMING TO 31 December 2022

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

Class	Title	VC No	Type	Approver	Resp Mgr	Review Freq	Next Planned Review	Retention Category
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	Staff Manual	110413	Handbook	HOCS	FAM	3 - Yearly	Jun-22	B
C5	Driving for work purposes: procedures for checks	129657	Pol & Pro	HOCS	FAM	3 - Yearly	Nov-22	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	Unacceptable Actions Policy	29132	Policy	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	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
C2	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
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
C1	Making an information request to the Commissioner - web page	80514	Other	SMT	HOCS	3 - Yearly	Nov-21	
C1	FOI and Re-use Charging Policy	127992	Policy	SMT	HOCS	2 - Yearly	Nov-21	B
C1	Anti-Fraud Policy	34084	Policy	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
C5	Business Continuity Policy	85362	Policy	SMT	HOCS	5 - Yearly	Mar-22	A
C5	Information and Records Management Policy	153689	Pol&Pro	SMT	HOCS	Annual	Mar-22	B
C5	Health and Safety Policy and Handbook	153701	Pol&Pro	SMT	HOCS	Annual	Jun-22	B
C5	Health and Safety Policy and Handbook readacted version for publication	153703	Pol&Pro	SMT	HOCS	Annual	Jun-22	B
C1	Governance Arrangements	140278	Policy	SMT	HOCS	Annual	Jul-22	B
C4	Finance Handbook	111081	Policy	SMT	HOCS	3 - Yearly	Jul-22	
C5	Human Resources Strategy	159023	Plan	SMT	HOCS	2 - Yearly	Aug-22	B

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C5	Privacy Notice	165550	Policy	SMT	HOCS	Annual	Sep-22	A
C6	Procurement Policy	100368	Pol&Pro	SMT	HOCS	3 - Yearly	Oct-22	B
C6	Contracting with the Scottish Information Commissioner: Information for Contractors	129611	Briefing	SMT	HOCS	3 - Yearly	Oct-22	B
C5	Publication Scheme Handbook	127976	Handbook	SMT	HOCS	3 - Yearly	Nov-22	B
C1	Equality Policy	157447	Pol&Pro	SMT	HOCS	Annual	Dec-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	EIRs Guidance Regulation 10(5)(f): Third party interests v01	91537	Briefing	SMT	HOE	3 - Yearly	Aug-20	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	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	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
C2	EIRs Guidance: Guidance for bodies not subject to the Freedom of Information (Scotland) Act 2002	123372	Briefing	SMT	HOE	3 - Yearly	Aug-22	A
C2	Validation in the Validation Officer's Absence	76527	Procedure	HOE	HOE	2 - Yearly	Aug-22	B
C2	FOISA Exemption Guidance Section 41: Communications with Her Majesty etc; and honours	120289	Briefing	SMT	HOE	3 - Yearly	Nov-22	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

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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	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	C2 TOOLKIT Module 05: Assessment Questions and Evidence Grid	108990	Briefing	SIC	HOPI	3 - Yearly	Oct-21	A
C2	C2 TOOLKIT Module 05: Reviews Standards and Criteria	108992	Briefing	SIC	HOPI	3 - Yearly	Oct-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	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	FOI Guide in Arabic	58825	Briefing	HOPI	HOPI	5 - Yearly	Apr-22	A
C2	FOI Guide in Bengali	58826	Briefing	HOPI	HOPI	5 - Yearly	Apr-22	A
C2	FOI Guide in Gaelic	58827	Briefing	HOPI	HOPI	5 - Yearly	Apr-22	A
C2	FOI Guide in Gujarati	58828	Briefing	HOPI	HOPI	5 - Yearly	Apr-22	A
C2	FOI Guide in Kurdish	58829	Briefing	HOPI	HOPI	5 - Yearly	Apr-22	A
C2	FOI Guide in Mandarin	58830	Briefing	HOPI	HOPI	5 - Yearly	Apr-22	A
C2	FOI Guide in Polish	58831	Briefing	HOPI	HOPI	5 - Yearly	Apr-22	A
C2	FOI Guide in Somali	58832	Briefing	HOPI	HOPI	5 - Yearly	Apr-22	A
C2	FOI Guide - Text for Translation into Community Languages	58833	Briefing	HOPI	HOPI	5 - Yearly	Apr-22	A
C2	FOI Guide in Turkish	58834	Briefing	HOPI	HOPI	5 - Yearly	Apr-22	A
C2	FOI Guide in Urdu	58835	Briefing	HOPI	HOPI	5 - Yearly	Apr-22	A
C5	Website Manual	140253	Manual	HOPI	HOPI	2 - Yearly	Oct-22	A
C7	Public Service Reform Act 2010 (PSRA) definition of public realtions - internal guidance	162800	Procedure	SMT	HOPI	Annual	Dec-22	B
C2	2020-2024 Strategic Plan	132850	Plan	SIC	SIC	Annual	Jan-22	A
C2	VI Formatting Quick Guide	50113	Procedure	SMT	SIC	5 - Yearly	Dec-22	B

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