

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	Approver	Resp Mgr	Review Freq	Next Planned Review	Retention Category
C4	Fixed Assets Policy	103556	Policy	HOCS	FAM	3 - Yearly	Mar-21	
C5	Driving for work purposes: procedures for checks	129657	Pol & Pro	HOCS	FAM	3 - Yearly	Nov-22	B
C4	Travel & Expenses Policy	142130	Pol&Pro	HOCS	FAM	3 - Yearly	Jul-23	
C5	Records review Procedures	75246	Procedure	HOCS	FAM	3 - Yearly	Jul-23	B
C5	Remote Working Guidance	169099	Guidance	HOCS	FAM	As required	Jul-23	
C5	File Plan and Retention Schedule	72711	Procedure	SMT	HOCS	Annual	Mar-21	B
C9	Open Data Publication Plan (Excel Master)	69773	Policy	SMT	HOCS	Annual	Mar-18	B
C2	Enquiries Guidance and Procedures	44951	Procedure	SMT	HOCS	3 - Yearly	Dec-19	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	
C5	Key Documents Handbook	84980	Pol & Pro	SMT	HOCS	3 - Yearly	Feb-20	B
C5	Business Continuity Plan	10241	Plan	SMT	HOCS	Annual	Dec-20	B
C2	Statement of Public Task under the Re-use of Public Sector Information Regulations 2015	69778	Statement	SMT	HOCS	Annual	Oct-21	B
C2	Responding to Information Requests Guidance and Procedures	85601	Procedure	SMT	HOCS	3 - Yearly	Nov-21	B
C5	Business Continuity Policy	85362	Policy	SMT	HOCS	5 - Yearly	Mar-22	A
C2	Re-use request form	116652	Form	SMT	HOCS	3 - Yearly	Apr-22	B
C2	C2 Re-use of Public Sector Information: Re-use statement and guidance for applicants v02	116656	Policy	SMT	HOCS	3 - Yearly	Apr-22	B
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
C4	Finance Handbook	111081	Policy	SMT	HOCS	3 - Yearly	Jan-23	
C5	Employee Handbook	153224	Handbook	SMT	HOCS	Annual	Jan-23	A
C5	Menopause Policy	172638	Policy	SMT	HOCS	Annual	Jan-23	
C5	Data Protection Policy and Handbook	149083	Pol&Pro	SMT	HOCS	Annual	Mar-23	A
C4	Operational Plan 2022-23	472476	Plan	SMT	HOCS	Annual	Apr-23	A

s30(b)(ii), s38(1)(b)

C1	Risk Management Policy	172209	Policy	SMT	HOCS	Annual	Apr-23	B
C5	Health and Safety Policy and Handbook	153701	Pol&Pro	SMT	HOCS	Annual	Jun-23	B
C5	Health and Safety Policy and Handbook redacted version for publication	153703	Pol&Pro	SMT	HOCS	Annual	Jun-23	B
C5	Privacy Notice	165550	Policy	SMT	HOCS	Annual	Jun-23	A
C1	Equality Policy	157447	Pol&Pro	SMT	HOCS	Annual	Jul-23	B
C1	Internal Audit Policy	173860	Policy	SMT	HOCS	Annual	Jul-23	B
C5	Information and Records Management Policy	153689	Pol&Pro	SMT	HOCS	Annual	Jul-23	B
C5	COVID-19 Absences (ill health, staying at home, caring responsibilities, vaccinations, foreign travel)	169090	Policy	SMT	HOCS	As required	Jul-23	
C1	Internal Audit Plan 2022-2023 to 2024-2025	173865	Plan	SMT	HOCS	Annual	Aug-23	
C1	Internal Audit Plan 2022-2023 to 2024-2025 Redacted version for publication	173874	Plan	SMT	HOCS	Annual	Aug-23	
C5	Critical Incident Arrangements	132515	Procedure	SMT	HOCS	3 - Yearly	Sep-23	B
C2	FOISA Guidance: charging a fee or refusing to comply with a request on excessive cost grounds	130809	Briefing	SMT	HOE	3 - Yearly	Oct-21	A
C2	EIRs Exception Guidance: Regulation 10(4)(b): Manifestly unreasonable requests	76574	Briefing	SMT	HOE	3 - Yearly	Oct-21	A
C2	EIRs Guidance Regulation 10(5)(f): Third party interests v02	152079	Briefing	SMT	HOE	3 - Yearly	Nov-21	A
C5	Privacy Notice: investigations for law enforcement purposes	114477	Procedure	SMT	HOE	3 - Yearly	Feb-22	A
C2	Guidance on Information requests verbal, telephone and email	110251	Briefing	SMT	HOE	3 - Yearly	Mar-22	A
C2	C2 The Scottish Information Commissioner's investigations: a guide for Scottish public authorities	174300	Procedure	SMT	HOE	3 - Yearly	Apr-22	B
C2	Responding to Re-use requests: Guidance and Procedures v02	116630	Procedure	SMT	HOE	3 - Yearly	Apr-22	B
C2	What Happens Next? A guide for applicants	174303	Briefing	HOE	HOE	3 - Yearly	Jul-22	B
C2	Investigations Handbook	123335	Procedure	SMT	HOE	4 - Yearly	Aug-22	A
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	DPIA: Review of Investigations Handbook	123386	DPIA	SMT	HOE	Annual	Dec-22	
C2	Enforcement Policy	130822	Policy	SMT	HOE	4 - Yearly	Feb-23	A
C2	FOISA Exemption Guidance Section 38: Personal Information	131223	Briefing	SMT	HOE	3 - Yearly	Feb-23	A
C2	EIRs Guidance Regulation 11: Personal Data	131225	Briefing	SMT	HOE	3 - Yearly	Mar-23	A
C2	EIRs Guidance Charging for environmental information	131227	Briefing	SMT	HOE	3 - Yearly	Mar-23	A
C2	Visual Identity Guidelines	46473	Manual	SMT	HOPI	As required	Apr-18	A
C5	Visual identity, style and formatting guide	187933	Pol & Pro	SMT	HOPI	3 - Yearly	Oct-26	A
C2	C2 Your Right To Know - External Print Version	56478	Briefing	SIC	HOPI	5 - Yearly	Nov-19	A
C5	Website terms and conditions statement	81597	Policy	SMT	HOPI	3 - Yearly	Nov-19	A

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C2	C2 Your Right To Know - Online Word Version	56481	Briefing	SIC	HOPI	5 - Yearly	Dec-19	A
C2	FOI Guide in Arabic	58825	Briefing	HOPI	HOPI	5 - Yearly	Mar-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	Feb-21	A
C2	FOI Guide in Kurdish	58829	Briefing	HOPI	HOPI	5 - Yearly	Mar-21	A
C2	FOI Guide in Mandarin	58830	Briefing	HOPI	HOPI	5 - Yearly	Mar-21	A
C2	FOI Guide in Polish	58831	Briefing	HOPI	HOPI	5 - Yearly	Mar-21	A
C2	FOI Guide in Somali	58832	Briefing	HOPI	HOPI	5 - Yearly	Jun-21	A
C2	FOI Guide - Text for Translation into Community Languages	58833	Briefing	HOPI	HOPI	5 - Yearly	Jun-21	A
C2	FOI Guide in Turkish	58834	Briefing	HOPI	HOPI	5 - Yearly	Jul-21	A
C2	FOI Guide in Urdu	58835	Briefing	HOPI	HOPI	5 - Yearly	Jul-21	A
C2	SIC twitter account: conventions, procedures and protocols	64081	Procedure	SMT	HOPI	2 - Yearly	Oct-21	B
C2	Setting up your FOI function: Guidance for Scottish public authorities new to FOI	68181	Tool	SMT	HOPI	Annual	Oct-21	B
C2	Setting up your FOI function: Checklist for Scottish public authorities new to FOI	68189	Tool	SMT	HOPI	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	HOPI	3 - Yearly	Nov-21	A
C2	Who is covered by FOI legislation in Scotland?: Schedule 1 to the Freedom of Information (Scotland) Act 2002	86817	Briefing	SMT	HOPI	Annual	Nov-21	A
C2	C2 TOOLKIT Module 05: Assessment Questions and Evidence Grid	108990	Briefing	SIC	HOPI	3 - Yearly	Mar-22	A
C2	C2 TOOLKIT Module 05: Reviews Standards and Criteria	108992	Briefing	SIC	HOPI	3 - Yearly	Mar-22	A
C5	Website Manual	140253	Manual	HOPI	HOPI	2 - Yearly	Oct-22	A
C2	VI Formatting Quick Guide	50113	Procedure	SMT	SIC	5 - Yearly	Aug-19	B
C5	Information Strategy	131230	Policy	SMT	SIC	Annual	Jan-23	B
C7	Performance and Quality Framework 2022-23	172185	Plan	SMT	SIC	Annual	Mar-23	B
C7	Performance and Quality Framework 2022-23	172185	Plan	SMT	SIC	Annual	Mar-23	B
C1	2022-23 H Gardner-Swift register of interests declaration form	166438	Form	SIC	SIC	Annual	Apr-23	B
C2	Standard letters (Workpro): Enquiries						Jan-23	B
C2	Standard letters (Workpro): RFI/SARs						Jan-23	B
C2	Standard letters (Workpro): Applications / Enforcement						Jan-23	B

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