

KEY DOCUMENT REVIEWS OVERDUE/FORTHCOMING TO 31 January 2024

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	Comments
C4	Fixed Assets Policy	10356	Policy	HOCSS	FAM	3 - Yearly	Mar-21		Withheld - Exemptions s30(b)(ii) and s38(1)(b)
C5	Driving for work purposes: procedures for checks	129657	Pol & Pro	HOCSS	FAM	3 - Yearly	Nov-22	B	
C4	Travel & Expenses Policy	142130	Pol&Pro	HOCSS	FAM	3 - Yearly	Jul-23		
C5	Records review Procedures	75246	Procedure	HOCSS	FAM	3 - Yearly	Jul-23	B	
C5	Remote Working Guidance	169099	Guidance	HOCSS	FAM	As required	Jul-23		
C1	Systems Security Policy - all staff	172624	Policy	HOCSS	FAM	Annual	Aug-23		
C1	Systems Security Policy - Management	172630	Policy	HOCSS	FAM	Annual	Aug-23		
C1	Cyber Incident Response Plan	172631	Plan	HOCSS	FAM	Annual	Aug-23		
C9	Open Data Publication Plan (Excel Master)	69773	Policy	SMT	HOCSS	Annual	Mar-18	B	
C1	Unacceptable Actions Policy	29132	Policy	SMT	HOCSS	3 - Yearly	Dec-18	B	
C7	Quality Assurance Criteria and Procedures: Enquiries	89932	Procedure	SMT	HOCSS	Annual	Dec-18	B	
C7	Equality monitoring - Service users, annual report	100948	Report	SMT	HOCSS	Annual	Jan-19		
C5	Information Asset Register	83578	Other	SMT	HOCSS	2 - Yearly	Nov-19		
C2	Enquiries Guidance and Procedures	44951	Procedure	SMT	HOCSS	3 - Yearly	Dec-19	B	
C5	Key Documents Handbook	84980	Pol & Pro	SMT	HOCSS	3 - Yearly	Feb-20	B	
C5	Business Continuity Plan	10241	Plan	SMT	HOCSS	Annual	Dec-20	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	HOCSS	As required	Mar-21	B	
C1	Complaints Handling Procedures	55658	Procedure	SMT	HOCSS	3 - Yearly	Mar-21	B	
C1	How to make a complaint	55673	Other	SMT	HOCSS	3 - Yearly	Mar-21	B	
C2	Statement of Public Task under the Re-use of Public Sector Information Regulations 2015	69778	Statement	SMT	HOCSS	Annual	Mar-21	B	
C5	File Plan and Retention Schedule	72711	Procedure	SMT	HOCSS	Annual	Mar-21	B	
C1	Making an information request to the Commissioner - web page	80514	Other	SMT	HOCSS	3 - Yearly	Nov-21		
C1	FOI and Re-use Charging Policy	127992	Policy	SMT	HOCSS	2 - Yearly	Nov-21	B	
C2	Re-use request form	116652	Form	SMT	HOCSS	3 - Yearly	Mar-22	B	
C2	C2 Re-use of Public Sector Information: Re-use statement and guidance for applicants v02	116656	Policy	SMT	HOCSS	3 - Yearly	Mar-22	B	
C5	Business Continuity Policy	85362	Policy	SMT	HOCSS	5 - Yearly	Mar-22	A	
C6	Procurement Policy	100368	Pol&Pro	SMT	HOCSS	3 - Yearly	Oct-22	B	
C6	Contracting with the Scottish Information Commissioner: Information for Contractors	129611	Briefing	SMT	HOCSS	3 - Yearly	Oct-22	B	
C1	Equality Policy	157447	Pol&Pro	SMT	HOCSS	Annual	Dec-22	B	
C4	Finance Handbook	111081	Policy	SMT	HOCSS	3 - Yearly	Jan-23		
C5	Employee Handbook	153224	Handbook	SMT	HOCSS	Annual	Jan-23	A	
C5	Memorandum of Understanding between the Scottish Information Commissioner, the Crown Office & Procurator Fiscal Service, and the Chief Constable of the Police Service of Scotland (unassigned)	172638	Policy	SMT	HOCSS	Annual	Jan-23		
C5	Data Protection Policy and Handbook	149063	Pol&Pro	SMT	HOCSS	Annual	Mar-23	A	
C1	Statement on Sustainable Growth 2021-22	172163	Statement	SMT	HOCSS	Annual	May-23	B	
C1	Risk Management Policy	172209	Policy	SMT	HOCSS	Annual	May-23	B	
C5	Health and Safety Policy and Handbook	153701	Pol&Pro	SMT	HOCSS	Annual	Jun-23	B	
C5	Health and Safety Policy and Handbook: redacted version for publication	153703	Pol&Pro	SMT	HOCSS	Annual	Jun-23	B	
C5	Privacy Notice	105550	Policy	SMT	HOCSS	Annual	Jun-23	A	
C5	Information and Records Management Policy	153689	Pol&Pro	SMT	HOCSS	Annual	Jul-23	B	
C5	COVID-19 Absences (if health, staying at home, caring responsibilities, vaccinations, foreign travel)	169090	Policy	SMT	HOCSS	As required	Jul-23		
C1	Internal Audit Policy	173860	Policy	SMT	HOCSS	Annual	Aug-23	B	
C1	Internal Audit Plan 2022-2023 to 2024-2025	173865	Plan	SMT	HOCSS	Annual	Aug-23		
C1	Internal Audit Plan 2022-2023 to 2024-2025 Redacted version for publication	173874	Plan	SMT	HOCSS	Annual	Aug-23		
C1	Register of interests policy and guidance	142876	Policy	SMT	HOCSS	3 - Yearly	Dec-23	B	
C5	References Policy and Procedure	142878	Pol&Pro	SMT	HOCSS	3 - Yearly	Dec-23	B	
C5	Model Induction Manual	179950	Manual	SMT	HOCSS	Annual	Jan-24	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 (unassigned)	35562	Pol&Pro	SIC	HOE	As required	May-18	B	
C2	FOISA Exemption Guidance Section 38: Personal Information	131223	Briefing	SMT	HOE	3 - Yearly	Jul-21	A	
C2	ERIs Guidance Regulation 11: Personal Data	131225	Briefing	SMT	HOE	3 - Yearly	Jul-21	A	
C2	Guidance on information requests: verbal, telephone and email	110251	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	Responding to Re-use requests: Guidance and Procedures v02	116630	Procedure	SMT	HOE	3 - Yearly	Mar-22	B	
C2	DPA: Review of Investigations Handbook	123386	DPA	SMT	HOE	Annual	Jul-22		
C2	Validation in the Validation Officer's Absence	76527	Procedure	HOE	HOE	2 - Yearly	Aug-22	B	
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	ERIs Guidance: Charging for environmental information	131227	Briefing	SMT	HOE	3 - Yearly	Jan-23	A	
C2	FOISA/ERIs Guidance: does FOI law give a right to information or to copies of documents?	131238	Briefing	SMT	HOE	3 - Yearly	Feb-23	A	
C2	FOISA/ERIs Information requests: the name of the requester or applicant	131276	Briefing	SMT	HOE	3 - Yearly	Feb-23	A	
C2	FOISA Exemption Guidance Section 17: Information not held v01	132519	Briefing	SMT	HOE	3 - Yearly	Feb-23	A	
C2	ERIs Guidance Regulation 10(4)(a): Information not held v01	132526	Briefing	SMT	HOE	3 - Yearly	Feb-23	A	
C2	FOISA/ERIs guidance: Content of notices	140247	Briefing	SMT	HOE	3 - Yearly	Oct-23	A	
C2	FOISA/ERIs Guidance: Differences between FOISA and the ERIs v02	140250	Briefing	SMT	HOE	3 - Yearly	Oct-23	A	
C1	2014 05 26 Memorandum of Understanding with the Keeper of the Records of Scotland (regulatory function) - SIGNER	43175	Pol&Pro	SMT	HOPH	5 - Yearly	Apr-18	A	
C2	Setting up your FOI function: Guidance for Scottish public authorities new to FOI	68181	Tool	SMT	HOPH	Annual	Apr-18	B	
C2	Setting up your FOI function: Checklist for Scottish public authorities new to FOI	68189	Tool	SMT	HOPH	Annual	Apr-18	B	
C5	Visual identity, style and formatting guide	78433	Pol & Pro	SMT	HOPH	3 - Yearly	Oct-19	A	
C2	Making the most of your right to know: tips for requesting information under FOISA and the ERIs	80302	Briefing	SMT	HOPH	3 - Yearly	Nov-19	A	
C5	Website terms and conditions statement	81597	Policy	SMT	HOPH	3 - Yearly	Nov-19	A	
C2	C2 Your Right To Know - External Print Version	56478	Briefing	SIC	HOPH	5 - Yearly	Jul-20	A	
C2	C2 Your Right To Know - Online Word Version	56481	Briefing	SIC	HOPH	5 - Yearly	Jul-20	A	
C2	SIC twitter account: conventions, procedures and protocols	64081	Procedure	SMT	HOPH	2 - Yearly	Mar-21	B	
C2	C2 TOOLKIT Module 05: Assessment Questions and Evidence Grid	108990	Briefing	SIC	HOPH	3 - Yearly	Oct-21	A	
C2	C2 TOOLKIT Module 05: Review Standards and Criteria	108992	Briefing	SIC	HOPH	3 - Yearly	Oct-21	A	
C2	Accessibility Statement - Commissioner's Website	154379	Briefing	SMT	HOPH	Annual	Nov-21		
C2	British Sign Language (BSL) Plan 2018-2023	142122	Plan	SMT	HOPH	Annual	Dec-21		
C2	Model Publication Scheme	149283	Briefing	SMT	HOPH	Annual	Mar-22	A	
C2	Model Publication Scheme: Guide for Scottish Public Authorities	149288	Briefing	SMT	HOPH	Annual	Mar-22	A	
C5	Website Manual	140253	Manual	HOPH	HOPH	2 - Yearly	Oct-22	A	
C2	FOI/ER Statistics Portal Collection Procedures	147230	Procedure	HOPH	HOPH	3 - Yearly	Jan-23	B	
C2	C2 TOOLKIT Module 06: Performance - Standards and Criteria	138626	Briefing	SMT	HOPH	3 - Yearly	Mar-23	B	
C2	C2 TOOLKIT Module 06: Performance - Assessment Questions and Evidence Grid	138630	Briefing	SMT	HOPH	3 - Yearly	Mar-23	A	
C2	2020-2024 Strategic Plan	132850	Plan	SIC	SIC	Annual	Jan-22	A	
C5	Information Strategy	131230	Policy	SMT	SIC	Annual	Jan-23	B	
C7	Performance and Quality Framework 2023-24	192304	Plan	SMT	SIC	Annual	Mar-23	B	