

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

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|----|--|--------|-----------|------|------|-------------|--------|---|
| 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 | Unacceptable Actions Policy | 29132 | Policy | SMT | HOCS | 3 - Yearly | 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 requests 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 | Privacy Notice | 102891 | Policy | SMT | HOCS | Annual | May-21 | A |
| 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 |
| 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 | 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 | 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 | 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 | 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 | British Sign Language (BSL) Plan 2018-2023 | 142122 | Plan | SMT | HOPI | Annual | Dec-21 | |
| C7 | Public Service Reform Act 2010 (PSRA) definition of public relations - internal guidance note | 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 | 2020-2024 Strategic Plan | 132850 | Plan | SIC | SIC | Annual | Jan-22 | A |

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