

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

C5	Payroll and Pensions Procedures	132668	Procedure	HOCS	FAM	Annual	Jan 21	B	Exemptions s30(b)(ii) and s38(1)(b)
C4	Fixed Assets Policy	103556	Policy	HOCS	FAM	3 Yearly	Mar 21	B	
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	
C9	Open Data Publication Plan (Excel Master)	69773	Policy	SMT	HOCS	Annual	Mar-18	B	
C5	File Plan and Retention Schedule	72711	Procedure	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	Equal ty monitoring - Service users annual report	100948	Report	SMT	HOCS	Annual	Jan 19	B	
C5	Information Asset Register	83578	Other	SMT	HOCS	2 Yearly	Nov 19	B	
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	
C-	Information Asset Register	702-8	Policy	SMT	HOCS	6 Yearly	Jan-21	B	
C2	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	
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	B	
C1	FOI and Re-use Charging Policy	127992	Policy	SMT	HOCS	2 Yearly	Nov 21	B	
C4	Finance Handbook	111081	Policy	SMT	HOCS	3 Yearly	Jul 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	
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	Data Protection Policy and Handbook	449882	Pol&Pro	SMT	HOCS	Annual	Mar 23	A	
C5	Information and Records Management Policy	153689	Pol&Pro	SMT	HOCS	Annual	Mar 22	B	
C1	2020-21 M Keyse register of interests declaration form	150770	Form	HOCS	HOCS	Annual	Apr 22	B	
C1	2020-21 D Fitzhenry register of interests declaration form	150766	Form	HOCS	HOCS	Annual	Apr 22	B	
C1	2020-21 H Gardner-Swift register of interests declaration form	150769	Form	HOCS	HOCS	Annual	Apr 22	B	
C1	2020-21 C Stephen register of interests declaration form	166287	Form	HOCS	HOCS	Annual	Apr 22	B	
C1	Risk Management Policy	152067	Policy	SMT	HOCS	Annual	May 22	B	
C1	Statement on Sustainable Growth 2020-21	153197	Statement	SMT	HOCS	Annual	May 22	B	
C5	Employee Handbook	63224	Handbook	SMT	HOCS	Annual	Jun 22	A	
C5	Health and Safety Policy and Handbook	153701	Pol&Pro	SMT	HOCS	Annual	Jun 22	B	
C5	Health and Safety Policy and Handbook redacted version for publication	153703	Pol&Pro	SMT	HOCS	Annual	Jun 22	B	
C1	Governance Arrangements	140278	Policy	SMT	HOCS	Annual	Jul 22	B	
C5	Human Resources Strategy	159023	Plan	SMT	HOCS	2 Yearly	Aug 22	B	
C5	Privacy Notice	165550	Policy	SMT	HOCS	Annual	Sep 22	A	
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	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	Guidance on Information requests verbal, telephone and email	440242	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	40244	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	
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	
C1	2014 05 26 Memorandum of Understanding with the Keeper of the Records of Scotland (regulatory function) - SIGNED	43175	Pol&Pro	SMT	HOP1	5 Yearly	Apr 18	A	
C2	Setting up your FOI function Guidance for Scottish public authorities new to FOI	68181	Tool	SMT	HOP1	Annual	Apr 18	B	
C2	Setting up your FOI function Checklist for Scottish public authorities new to FOI	68189	Tool	SMT	HOP1	Annual	Apr 18	B	
C5	Visual identity, style and formatting guide	78433	Pol & Pro	SMT	HOP1	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	HOP1	3 Yearly	Nov 19	A	
C5	Website terms and conditions statement	81597	Policy	SMT	HOP1	3 Yearly	Nov 19	A	
C2	C2 Your Right To Know - External Print Version	56478	Briefing	SIC	HOP1	5 Yearly	Jul 20	A	
C2	C2 Your Right To Know - Online Word Version	56481	Briefing	SIC	HOP1	5 Yearly	Jul 20	A	
C2	Communication Strategy 2015-20	127998	Policy	SMT	HOP1	2 Yearly	Jul 20	B	
C2	SIC twitter account conventions, procedures and protocols	64081	Procedure	SMT	HOP1	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	HOP1	Annual	Mar 21	A	
C2	C2 TOOLKIT Module 05 Assessment Questions and Evidence Grid	108990	Briefing	SIC	HOP1	3 Yearly	Oct 21	A	
C2	C2 TOOLKIT Module 05 Reviews Standards and Criteria	108992	Briefing	SIC	HOP1	3 Yearly	Oct 21	A	
C2	Accessibility Statement - Commissioner's Website	154379	Briefing	SMT	HOP1	Annual	Nov 21	A	
C2	British Sign Language (BSL) Plan 2018-2023	142122	Plan	SMT	HOP1	Annual	Dec 21	A	
C2	Model Publication Scheme	149283	Briefing	SMT	HOP1	Annual	Mar 22	A	
C2	Model Publication Scheme Guide for Scottish Public Authorities	149288	Briefing	SMT	HOP1	Annual	Mar 22	A	
C2	FOI Guide in Arabic	58825	Briefing	HOP1	HOP1	5 Yearly	Apr 22	A	
C2	FOI Guide in Bengali	58826	Briefing	HOP1	HOP1	5 Yearly	Apr 22	A	
C2	FOI Guide in Gaelic	58827	Briefing	HOP1	HOP1	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
C2	2020-2024 Strategic Plan	132850	Plan	SIC	SIC	Annual	Jan 22	A
C7	Performance and Quality Framework 2022-23	159000	Plan	SMT	SIC	Annual	Mar 22	B