

Our Ref: IM-FOI-2021-2834  
Date: 19 January 2022



## **FREEDOM OF INFORMATION (SCOTLAND) ACT 2002**

I refer to your recent request for information which has been handled in accordance with the Freedom of Information (Scotland) Act 2002.

For ease of reference, your request is replicated below together with the response.

**Q1: Is there a designated length of time for which Police Scotland and laboratories you instruct, both internal and external, retain physical material gathered during police investigations in respect of convicted crimes?**

**Q2: If there is a divergence of policy according to crime type, please provide clarification.**

**(The phrase “physical material” above refers to all objects and items which are exhibited as part of both the “used material” at trial AND the “unused material”, not subsequently used at trial.)**

Having considered your request I can advise the information requested is publicly available, accordingly, the following exemption is applicable:

### **Section 25(1) – Information otherwise accessible**

Police Scotland’s Record Retention Standard Operating Procedure (SOP), Accessing Scene Examination Service SOP and Productions National Guidance are published on Police Scotland external website, please see the link below to the relevant publications.

This is an absolute exemption and does not require consideration of the public interest test.

Please see the link below to the Record Retention SOP page 33 Retention, Review and Disposal of Productions.

<https://www.scotland.police.uk/spa-media/nhobty5i/record-retention-sop.pdf>

Please see the Accessing Scene Examination Service SOP Section 3 Productions Seized During Examinations.

<https://www.scotland.police.uk/spa-media/wj5hwqai/accessing-scene-examination-services-sop.pdf>

## OFFICIAL

Please see the link below to the Productions National Guidance

<https://www.scotland.police.uk/access-to-information/policies-and-procedures/guidance-documents/guidance-documents-p-s/>

By way of assistance I have provided a link to Forensic Service section of the Scottish Police Authority's website for further information.

<https://www.spa.police.uk/forensic-services/>

Should you require any further assistance concerning this matter please contact Information Management – Glasgow at [foiglasgow@scotland.pnn.police.uk](mailto:foiglasgow@scotland.pnn.police.uk) quoting the reference number given.

If you are dissatisfied with the way in which Police Scotland has dealt with your request, you are entitled, in the first instance, to request a review of our actions and decisions.

Your request must specify the matter which gives rise to your dissatisfaction and it must be submitted within 40 working days of receiving this response - either by email to [foi@scotland.pnn.police.uk](mailto:foi@scotland.pnn.police.uk) or by post to Information Management (Disclosure), Police Scotland, Clyde Gateway, 2 French Street, Dalmarnock, G40 4EH.

If you remain dissatisfied following the outcome of that review, you are thereafter entitled to apply to the Office of the Scottish Information Commissioner within six months for a decision. You can apply [online](#), by email to [enquiries@itspublicknowledge.info](mailto:enquiries@itspublicknowledge.info) or by post to Office of the Scottish Information Commissioner, Kinburn Castle, Doubledykes Road, St Andrews, Fife, KY16 9DS.

Should you wish to appeal against the Office of the Scottish Information Commissioner's decision, there is an appeal to the Court of Session on a point of law only.

As part of our commitment to demonstrate openness and transparency in respect of the information we hold, an anonymised version of this response will be posted to the Police Scotland Freedom of Information [Disclosure Log](#) in seven days' time.