| Police Scotland logo | Freedom of Information Response Our reference: FOI 23-0883  Responded to: 18 April 2023 |
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Your recent request for information is replicated below, together with our response.

## Please could you advise on Police Scotland’s procedure for updating PNC records after a case is dropped by the Crown Office and Procurator Fiscal Service?

In response I can advise you that the Criminal History System (CHS) receives electronic notifications from the Crown Office and Procurator Fiscal Service / Scottish Court and Tribunals Service with all outcomes, including cases where COPFS have decided no further action is being taken.

CHS then sends the outcome over to Police National Computer (PNC).

If the electronic update fails, Police Scotland’s Criminal Justice Services Division receives a notification with the details and records are manually updated with the outcomes.

If you require any further assistance please contact us quoting the reference above.

You can request a review of this response within the next 40 working days by [email](mailto:foi@scotland.police.uk) or by letter (Information Management - FOI, Police Scotland, Clyde Gateway, 2 French Street, Dalmarnock, G40 4EH). Requests must include the reason for your dissatisfaction.

If you remain dissatisfied following our review response, you can appeal to the Office of the Scottish Information Commissioner (OSIC) within 6 months - [online](http://www.itspublicknowledge.info/Appeal), by [email](mailto:enquiries@itspublicknowledge.info) or by letter (OSIC, Kinburn Castle, Doubledykes Road, St Andrews, KY16 9DS).

Following an OSIC appeal, you can appeal to the Court of Session on a point of law only.

This response will be added to our [Disclosure Log](http://www.scotland.police.uk/access-to-information/freedom-of-information/disclosure-log) in seven days' time.

Every effort has been taken to ensure our response is as accessible as possible. If you require this response to be provided in an alternative format, please let us know.