

**Records management policy**

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Owning Department: Chief Data Office

Version Number: 2.00 (Publication Scheme)

Date Published: 25/05/2022

Table of Contents

[Records management policy 3](#_Toc105508164)

[Compliance record 4](#_Toc105508165)

[Version control 4](#_Toc105508166)

# Records Management Policy

The Police Service of Scotland (hereafter referred to as Police Scotland) recognises that effective records management ensures that reliable records are available when required.

Police Scotland will ensure that it meets its obligations under the Public Records (Scotland) Act 2011 and other relevant legislation, including data protection and freedom of information legislation. The requirement of Police Scotland to properly manage its records will be met by adhering to the principles of good records management as outlined in its own Records Management Plan (RMP). The RMP commits Police Scotland to setting out proper arrangements for the management of its records throughout their lifecycle.

 Compliance record

Equality and Human Rights Impact Assessment (EqHRIA) date completed / reviewed: 30/03/2022.

Information Management compliant: Yes.

Health and Safety compliant: Yes.

Publication Scheme compliant: Yes.

# Version control

Version 1.00 is the initial approved version. Approval date 29/03/2013.

* Version 1.01 logo amended to the new Police Scotland crest. Approval date 07/02/2014.
* Version 2.00 full re-write following review of supporting SOPs. Approval date 23/05/2022.