| Police Scotland logo | Freedom of Information Response Our reference: FOI 23-1223  Responded to: 24 May 2023 |
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Your recent request for information is replicated below, together with our response.

**Under FOISA I’d be grateful to receive a non-PDF/ accessible copy of the Police Scotland Record Retention SOP (the publication scheme version), available here -** [**Standard Operating Procedure (SOP) Review Template (scotland.police.uk)**](https://gbr01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.scotland.police.uk%2Fspa-media%2Fnhobty5i%2Frecord-retention-sop.pdf&data=05%7C01%7Cfoi%40scotland.police.uk%7C339323dbe59b43c168b008db5077fd0d%7C6795c5d3c94b497a865c4c343e4cf141%7C0%7C0%7C638192248911428246%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=7viec6MAe9gZMDxnwxtBNGt3oGYVMlaxn94vsjXpirU%3D&reserved=0)

In response, please find attached the requested document.

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.