

**OFFICIAL**

Our Ref: IM-FOI-2021-2846  
Date: 13<sup>th</sup> 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.

**In a follow-up request to IM-FOI-2021-2711:**

**If possible please provide a fuller response.**

**Q) What is the retention period relating to "circumstances" relating to ATP' eg warnings and FPNs that have weeded from Criminal History System.**

I can confirm that in the circumstances described, records would be weeded/removed after 6 years plus the current year made known to police. More information can be found within our records retention Standard Operating Procedure.

I would in particular draw your attention to page 23 and entry CRP-023 which is relevant to the records you have enquired about.

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

You may also find page 4 of relevance which describes the "current year made known to police" concept in further detail.

Whilst I am unaware of your individual circumstances, if you would like the weeding date to be checked/confirmed for specific information relating to yourself rather than in general, you may wish to subject a subject access request. Should you wish to do so, further information on the process can be found at the following webpage.

<https://www.scotland.police.uk/access-to-information/data-protection/subject-access-requests/>

Should you require any further assistance please contact Information Management 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.

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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, Dalrnarnock, 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.