

# Records Management

Policy

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Owning Department: Chief Data Office

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## 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

EqHIRA completion/review date: 30/03/2022

Information Management Compliant: Yes

Health and Safety Compliant: Yes

## Version control table

| Version | History of amendments | Approval date |
| --- | --- | --- |
| 1.00 | Initial Approved Version | 29/03/2013 |
| 1.01 | Logo amended to the new Police Scotland crest | 07/02/2014 |
| 2.00 | Full re-write following review of supporting SOPs | 23/05/2022 |

## Feedback

All Police Scotland service delivery Policies, Standard Operating Procedures (SOPs) and National Guidance are subject to regular reviews. It is important that user feedback is considered when documents are reviewed.

If any officer / staff member wishes to provide comment, or make suggestions for improvements to this or any associated document, a [Service Delivery Policy and Procedure Feedback Form (Form 066-014)](https://spi.spnet.local/policescotland/guidance/Force%20Forms/Police-Scotland/Service%20Delivery%20Policy%20and%20Procedure%20Feedback%20Form.doc) should be used.