

10 March 2014

Our Ref: IM-FOI-2014-0017/2



Via email
request-191781-e2f440e3@whatdotheyknow.com

Sir Stephen House QPM
Chief Constable

FOI Central Processing Unit
173 Pitt Street
Glasgow
G2 4JS

xxx@xxxxxxxxx.xxx.xxxxxx.xx

Dear Ms Nickson

**FREEDOM OF INFORMATION (SCOTLAND) ACT 2002
REQUEST FOR INFORMATION: ORR REPORT**

I refer to our previous correspondence regarding the above and your most recent email of 24 February 2014.

Apologies that the reference to the report published on this subject did not meet with your requirements however I have to advise that in terms of Section 17 of the Freedom of Information (Scotland) Act 2002, the report is not held by the service.

To explain, a standard operating procedure (SOP) entitled Record Retention sets guidelines which detail the length of time that records should be held – most relevant are:

- Section 6 on Crime and Productions which details that records relating to serious crime enquiries should be retained for a period of current year +12, while standard crime records should be held for current year +6
- Section 17 on Professional Standards states that records relating to misconduct cases should be held for current year +6.

This SOP superseded the former Association of Chief Police Officers in Scotland (ACPOS) Recommended Retention Period Schedule, which detailed the same guidelines.

Prior to the above being in place, I have confirmed with the Professional Standards Department in Edinburgh, where this report would have been held that the retention period applied was current year +5 for such records.

In view of the foregoing, it is confirmed that the service no longer holds a copy of the report referred to.

Should you require anything further regarding this matter please contact me on 01387 270400, quoting the reference number given.

If you are not satisfied with the way in which your request has been dealt with, you are entitled in the first instance and within 40 working days of receiving this letter to request a review of the decision made by the Force. Should you wish to do so, contact details are as above.

Once informed of the review decision, if you are still not satisfied, then you are entitled to apply to the Scottish Information Commissioner within six months for a decision. Contact details are: Office of the Scottish Information Commissioner, Kinburn Castle, Doubledykes Road, St Andrews, Fife, KY16 9DS, telephone 01334 464610.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Steven Irving', written in a cursive style.

Steven Irving
Freedom of Information Officer
Information Management