| Police Scotland logo | Freedom of Information ResponseOur reference: FOI 24-0806Responded to: 17 April 2024 |
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Your recent request for information is replicated below, together with our response.

## I understand that the SOP for Records Retention was published on 29 Nov 2023.

## Can you please provide an electronic copy of the previous version of the SOP

I have attached separately the requested SOP for Record Retention.

## and can you also provide detail for decision making related to any change of retention period for Not Guilty cases.

I can confirm there has been no change of retention period of not guilty cases.

A typo was found within the Standard Operating Procedures and this is only difference between Version 6.00 and 7.00.

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 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 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.