| Police Scotland logo | Freedom of Information ResponseOur reference: FOI 23-2783Responded to: 15th November 2023 |
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Your recent request for information is replicated below, together with our response.

## 1. Are there any materials that can confirm your organization’s organizational chart and departments?

## 2. Does your institution have an records officer (or responsible person)? Are you a certified records expert or is this a regular staff member?

## 3. Does your institution have separate ‘records operation guidelines or standards’ in accordance with the National Archives of Korea regulations?

## 4. Does your organization manage general records and investigative records together? Are there preservation facilities? To which institution will the transfer be made after preservation?

Please be advised that the information you are seeking is publicly available on the Police Scotland website.

As such, in terms of Section 16 of the Freedom of Information (Scotland) Act 2002, I am refusing to provide you with the information sought. Section 16 requires Police Scotland when refusing to provide such information because it is exempt, to provide you with a notice which:

(a) states that it holds the information,

(b) states that it is claiming an exemption,

(c) specifies the exemption in question and

(d) states, if that would not be otherwise apparent, why the exemption applies.

I can confirm that Police Scotland holds the information that you have requested and the exemption that I consider to be applicable is set out at Section 25(1) of the Act - information otherwise accessible:

*“Information which the applicant can reasonably obtain other than by requesting it under Section 1(1) is exempt information”*

Information regarding Police Scotland’s Structure can be found via the following links:

[Executive Team - Police Scotland](https://www.scotland.police.uk/about-us/who-we-are/executive-team/)

[Your Community - Police Scotland](https://www.scotland.police.uk/your-community/)

In relation to Records Management, please see the below Standard Operating Procedures (SOPs):-

[Record Retention SOP](https://www.scotland.police.uk/spa-media/nhobty5i/record-retention-sop.pdf)

[Recording, Weeding and Retention of Information on Criminal History System (CHS)](https://www.scotland.police.uk/spa-media/himljwyi/recording-weeding-and-retention-of-info.pdf)

[Data Protection SOP](https://www.scotland.police.uk/spa-media/h5cnsyl5/data-protection-sop.docx)

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.