| Police Scotland logo | Freedom of Information ResponseOur reference: FOI 24-0562Responded to: 26 March 2024 |
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Your recent request for information is replicated below, together with our response.

**A copy of all previous versions of Police Scotland's RECORD RETENTION SOP, and any versions of Strathclyde Police's RECORD RETENTION SOP which are still retained.**

I have attached separately the previous versions of the Record Retention SOPs

As you will note some information has been redacted and is considered to be exempt in terms of the Freedom of Information (Scotland) Act 2002 (the Act). Section 16 of the Act requires Police Scotland 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.

Where information is considered to be exempt, this letter serves as a Refusal Notice that information is held and an explanation of the appropriate exemption is provided below:

## Section 30 (c) - Prejudice to the Effective Conduct of Public Affairs.

Information is exempt information if its disclosure under the Act would otherwise prejudice substantially, or be likely to prejudice substantially, the effective conduct of public affairs.

In this case internal e-mail addresses have been redacted. To release these details publicly through FOI legislation could negatively impact on the operational effectiveness of the relevant department within Police Scotland and with our partners. While it is acknowledged that the disclosure of this information would support transparency and better inform the public as to how the Service conducts its business, there are already established routes for the public to make contact with the police and the disclosure of these additional details would not support the effective conduct of public affairs. As a result, section 30(c) of the Freedom of Information (Scotland) Act 2002 is engaged.

This is a non-absolute exemption and requires the application of the public interest test.

**Public Interest Test**

Release of e-mail addresses which are not in the public domain could negatively impact on the operational effectiveness of Police Scotland. Accordingly and to ensure that internal processes are protected this information cannot be provided.

There can be no public interest in disclosing information which would make it more difficult to offer an efficient and effective service.

## Section 38 (1) (b) – Personal Information

Information which would identify staff (name of individual) whose details are not in the

public domain cannot be disclosed. The release of this information to a third party would breach the requirement that exists in relation to processing personal information.

This is an absolute exemption and does not require application of the Public Interest Test.

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.