| Police Scotland logo | Freedom of Information Response Our reference: FOI 25-0181  Responded to: 11 February 2025 |
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Your original correspondence has been split into several individual requests due to wide scope and variety of subject matter therein. The remainder of your request will be answered separately.

Your recent request for information is replicated below, together with our response.

## 8. General Administration and Disclosure

## 1. Document Retention and Disclosure Policies

## Copies or summaries of document retention policies relevant to operational assessments, corruption and fraud investigations, and sexual offence allegations.

## Any guidelines on handling sensitive or classified materials relating to

## misconduct or corruption allegations.

The information sought is held by Police Scotland, but I am refusing to provide it in terms of section 16(1) of the Act on the basis that the section 25(1) exemption applies:

“Information which the applicant can reasonably obtain other than by requesting it […] is exempt information”.

The information sought is publicly available at the following links:

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

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

[Information Security SOP](https://www.scotland.police.uk/spa-media/3hxolb3p/information-security-sop.pdf)

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](mailto:foi@scotland.police.uk) 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](mailto:enquiries@itspublicknowledge.info) 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.