

Annex B – Information Governance timeline

2011: The Public Records (Scotland) Act

2013: Scottish Government creates Records Management Policy and Records Management Plan (these are reviewed at least annually or sooner if changes to the law require it)

During period 2014 – 2019 the Records Management Policy and Plan are updated at least annually

2019: October: Records Management Policy updated

2020: January: Records Management Plan updated
[CIIG - UKIWHA005 - LF4_005 INQ000226438]
SG Casework file – Retention and disposal 23 Jan 2020
[CIIG - UKIWHA012 - LF4_012 INQ000320672]
SG Casework file – Retention and disposal 28 Jan 2020
[CIIG - UKIWHA030 - LF4_030 INQ000320665]
SG Casework file – Retention and disposal 31 Jan 2020
[CIIG - UKIWHA011 - LF4_011 INQ000320669]

May: SG Casework file – Retention and disposal 27 May v0-6
[CIIG - UKIWHA018 - LF4_018 INQ000320664]

June: SG Casework file – Retention and disposal 11 June
[CIIG - UKIWHA019 - LF4_019 INQ000320653]

September: Records Management Policy updated
[CIIG - UKIWHA001 - LF4_002 INQ000226434]
SG Casework file – Retention and disposal 2 September
[CIIG - UKIWHA020 - LF4_020 INQ000320658]
SG Casework file – Retention and disposal 2 September v2
[CIIG - UKIWHA001 - LF4_002 INQ000226434]

2021: February: Records Management Policy updated twice
[CIIG - UKIWHA003 - LF4_004 INQ000226436]

[CIIG - UKIWHA002 - LF4_003 INQ000226435]

Records Management Plan updated three times

[CIIG - UKIWHA006 - LF4_006 INQ000226439]

[CIIG - UKIWHA007 - LF4_007 INQ000226440]

[CIIG - UKIWHA008 - LF4_008 INQ000226441]

April SG Casework file – Retention and disposal 22 April

[CIIG - UKIWHA022 - LF4_022 INQ000320659]

SG Casework file – Retention and disposal 26 April

[CIIG - UKIWHA023 - LF4_023 INQ000320663]

August: DG Corporate and DG Strategy and External Affairs write to Directors regarding record retention for the Covid-19 Public Inquiries

[CIIG - UKIWHA037 - LF4_038 INQ000309546]

Information Management Strategy published

[CIIG - UKIWHA031 - LF4_031 INQ000000]

SG Casework file – Retention and disposal 24 August

[CIIG - UKIWHA024 - LF4_024 INQ000320662]

September: Records Management Plan updated

[CIIG - UKIWHA009 - LF4_009 INQ000226442]

SG Casework file – Retention and disposal 28 September

[CIIG - UKIWHA025 - LF4_025 INQ000320666]

October SG Casework file – Retention and disposal 13 October

[CIIG - UKIWHA026 - LF4_026 INQ000320654]

November: Mobile messaging policy draft (v1) not published

[CIIG - UKIWHA032 - LF4_032 INQ000000]

Mobile messaging policy published (v2 and v2.1)

[CIIG - UKIWHA033 - LF4_033 INQ000226444]

[CIIG - UKIWHA034 - LF4_034 INQ000226445]

Microsoft 365 and (MS) Teams: Deletion Policy for SCOTS Connect
Tenant published
[CIIG - UKIWHA035 - LF4_035 INQ000249248]

December: SG Casework file – Retention and disposal 8 December
[CIIG - UKIWHA027 - LF4_027 INQ000320670]

2022: January: Records Management Plan updated
[CIIG - UKIWHA010 - LF4_010 INQ000226443]c

February: SG Casework file – Retention and disposal 3 February
[CIIG - UKIWHA028 - LF4_028 INQ000320667]

March: DG Corporate writes to Directors and Deputy Directors regarding
record retention for the Covid-19 Public Inquiries
[CIIG - UKIWHA041 - LF4_041 INQ000309546]

Microsoft 365 and (MS) Teams: Deletion Policy for SCOTS Connect
Tenant updated
[CIIG - UKIWHA036- LF4_036 INQ000249246]