

**National Records of Scotland
Guide to Information:
Covering the Responsibilities of
the Keeper of the Records of Scotland and
the Registrar General for Scotland**

About National Records of Scotland

On 1 April 2011, the National Archives of Scotland (NAS) merged with General Register Office for Scotland (GROS) to become National Records of Scotland (NRS).

NRS is part of the devolved Scottish Administration and encompasses the non-ministerial offices of Keeper of the Records of Scotland (Keeper) and Registrar General for Scotland (Registrar General). The Keeper is responsible for selecting, preserving and making available the national archives of Scotland, is head of profession for Scottish archivists and records managers, and administers the Public Records (Scotland) Act 2011. He also advises other bodies on the care of archives, and maintains the [National Register of Archives for Scotland](#), which keeps track of archives in private hands. In addition, he is also the Keeper of the [Scottish Register of Tartans](#) which registers new tartan designs. The Registrar General is responsible for the registration of births, marriages, civil partnerships, deaths, divorces, and adoptions. NRS also runs the Census on behalf of the Registrar General and uses Census and other data to publish information about population and households.

Publication Scheme

The Freedom of Information (Scotland) Act 2002 (the Act) requires Scottish public authorities to produce and maintain a publication scheme. Authorities are under a legal obligation to:

- publish the classes of information that they make routinely available
- tell the public how to access the information and whether information is available free of charge or on payment.

The Keeper and Registrar General have both adopted the Model Publication Scheme produced by the Scottish Information Commissioner. Further information about the Model Publication Scheme can be found on the [Scottish Commissioner's website](#).

Guide to Information

NRS has produced a single Guide to Information under the Model Publication Scheme which covers the offices of both the Keeper and the Registrar General.

Contact Us

You can contact us for assistance with any aspect of this Guide to Information at:

Freedom of Information
National Records of Scotland
Ladywell House
Ladywell Road
Edinburgh
EH12 7TF



foi@nrscotland.gov.uk



0131 334 0380

We will also advise you on how to ask for information that we do not publish or how to complain if you are dissatisfied with any aspect of this Guide to Information.

Availability and formats

The information we publish is, wherever possible, available on our website. We offer alternative arrangements for people who do not wish to, or cannot, access the information either online or by inspection at our premises. For example, we can usually arrange to send out information in paper copy on request (although there may be a charge for this).

Exempt information

We will publish the information we hold that falls within the classes of information below. If a document contains information that is exempt under Scotland's freedom of information laws (for example sensitive personal data or a trade secret), we will remove or redact the information before publication and explain why.

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Charges

There is no charge to view information on the NRS website or at our premises, except where there is a statutory fee.

We may charge you for providing information to you e.g. photocopying, digital copies and postage, but we will charge you no more than it actually costs us to do so. We will always tell you what the cost is before providing the information to you. A list of our fees and charges in our [Historical and Legal search rooms](#) and the [ScotlandsPeople Centre](#) can be found on our website. An additional list can be found on our [ScotlandsPeople Website](#).

Duration

We publish information that we hold within the following classes. Once information is published under a class we will continue to make it available for the current and previous two financial years.

Where information has been updated or superseded, only the current version will be available. If you would like to see previous version you may make a request to us for that information.

Class 1: About the authority

Information about the authority, who we are, where to find us, how to contact us, how we are managed and our external relations.

The information we publish under this class:

About Us

- [About Us](#)
- [What We Do](#)
- [Our History](#)
- [How We Are Organised](#)

Governance and Accountability

- [Corporate Governance](#)
- [Corporate Planning](#)
- [NRS Strategy 2012-22](#)
- [Corporate Plan 2013-15 and Business Plan 2013-14](#)
- [NRS Business Plan 2011-12](#)
- [Audited Accounts](#)
- [Public Records \(Scotland\) Act 2011 Annual Reports](#)

Corporate Information

- [Access Policy](#)
- [Climate Change Duties and Environmental Policy](#)
- [Data Protection](#)
- [Health and Safety Policy Statement](#)
- [Employee Engagement](#)
- [Estates Review](#)
- [Equality Duty](#)
- [Freedom of Information](#)
- [Open Data](#)
- [Publication Scheme](#)
- [Records Management Plan](#)
- [Records Management Policy](#)

External relations/working with others

- [Collaborations](#)
- [National Records of Scotland \(NRS\) Indexing Team](#)
- [NHSCR Governance Board](#)
- [Public Records \(Scotland\) Act 2011 Assessment](#)

Contact Information

- [Contacting Us](#)
- [Complaints Procedure](#)
- [Requesting Information](#)
- [Visiting Us](#)

Class 2: How we deliver our functions and services

Information about our work, our strategy and policies for delivering functions and services and information for our service users.

The information we publish under this class:

Functions:

- [Functions of the Keeper of the Records of Scotland](#)
 - [Catalogues and Indexes](#)
 - [Conservation](#)
 - [Learning](#)
 - [The National Register of Archives for Scotland](#)
 - [Record Keeping](#)
 - [Records Policies](#)
 - [Research](#)
 - [The Scottish Register of Tartans](#)

- [Functions of the Registrar General for Scotland](#)
 - [Census](#)
 - [Geography](#)
 - [NHS Central Register](#)
 - [Registration](#)
 - [Statistics](#)

Services:

- [Our Services](#)
- [Family History](#)
- [Research Guides](#)
- [ScotlandsPeople](#)
- [ScotlandsPlaces](#)
- [Scotland's Census 2011](#)
- [Statistics and Data](#)
- [Statistics by Theme](#)
- [Scottish Archives for Schools](#)
- [Scottish Documents](#)
- [Scottish Handwriting](#)

Service Charges:

- [Copying Services in our Historical and Legal Search Rooms](#)
- [Official Extracts from the Registers](#)
- [Scotland's Census 2011 Commissioned Outputs](#)
- [ScotlandsPeople Website](#)
- [ScotlandsPeople Centre](#)
- [Scottish Register of Tartans](#)

Class 3: How the authority takes decisions and what it has decided

Information about the decisions we take, how we make decisions and how we involve others.

The information we publish under this class:

- [Management Board](#)
- [Senior Management Team](#)
- [Public Records \(Scotland\) Act 2011 Assessment Reports](#)

Class 4: What the authority spends and how it spends it

Information about our strategy for, and management of, financial resources.

The information we publish under this class:

- [Annual Reports and Accounts](#)
- [Remuneration Report](#) (in Annual Reports and Accounts)
- [Expenses policies and procedures](#)

Class 5: How the authority manages its human, physical and information resources

Information about how we manage the human, physical and information resources of the authority.

The information we publish under this class:

Human Resources

NRS follows Scottish Government HR policy and procedures

- [Employee Engagement](#)
- [Equality Duty](#)
- [Health and Safety Policy Statement](#)
- [Pay and Benefits](#)
- [Policies and Procedures](#)
- [Recruitment](#)
- [Staff Handbook](#)
- [Working for Us](#)

Physical Resources

- [Climate Change Duties and Environmental Policy](#)
- [Estates Review](#)

Information Resources

- [Access Policy](#)
- [Conservation Policy](#)
- [Court and Legal Records Policy](#)

- [Data Protection Policy](#)
- [Digital Preservation Strategy](#)
- [Fragile Records Policy](#)
- [Freedom of Information](#)
- [Government Records Selection Policy](#)
- [Maps and Plans Policy](#)
- [Publication Schemes](#)
- [Private Records Policy](#)
- [Records Management Policy](#)
- [Records Management Plan](#)
- [Records Reclosure and Takedown Policy](#)
- [Records Transfer Policy](#)
- [Social Media](#)

Class 6: How the authority procures goods and services from external providers

Information about how we procure goods and services, and our contracts with external providers.

The information we publish under this class:

- [Doing Business With Us](#)
- [Our Terms and Conditions](#)
- [Procurement in NRS](#)

Class 7: How our authority is performing

Information about how the authority performs as an organisation, and how well it delivers its functions and services.

The information we publish under this class:

- [Annual Report and Audited Accounts](#)
- [Public Service Reform Reporting](#)
- [Employee Engagement](#)

Class 8: Our commercial publications

Information packaged and made available for sale on a commercial basis and sold at market value.

The information we publish under this class:

- [1991 Census Products](#)
- [Publications sold by NRS Shop](#)

Class 9: Our open data

Open data made available by the authority as by the [Scottish Government's Open Data Resource Pack](#) and available under open licence.

The information we publish under this class:

- [Open Data Publishing Plan](#)