

Subject: Record Management Plans - Liaison and Update Table

FOI reference: FOI/17/02046

Date received: 08 September 2017

Date responded: 06 October 2017

Information requested:

Dates of when the team in the National Records of Scotland that is responsible for the oversight of the Public Records Scotland Act of 2011 last corresponded by letter or email with each of the 32 Scottish local authorities in relation to their individual 'Records Management Plans'.

Details of which Scottish local authorities have submitted updates to their 'Records Management Plan' and when - year or years of update will do.

Details of the number and combined cost of training events held by the National Records of Scotland to support compliance with the Public Records Scotland Act of 2011.

NRS Response:

The '*Liaison and Update Table*' (see below) includes details of when the Public Records (Scotland) Act 2011 (PRSA) assessment team last corresponded by letter or email with each of the 32 Scottish Local Authorities about their Records Management Plans. It further includes dates of when a Scottish local authority was last in touch with the assessment team to advise on updates or changes to their plan.

Since 2012, National Records of Scotland (NRS) has hosted or participated in 34 training events to support compliance with the PRSA. These have been held either in the offices of NRS or at venues made available to us by participating public authorities. The combined cost of delivering those training events, including staff costs, and chargeable to the NRS is £48,950.

Authority.	Date of last PRSA team correspondence.	RMP Update submissions from Scottish Local Authorities and dates.
1. Aberdeen City Council	20 July 2015	February 2015
2. Aberdeenshire Council	26 September 2017	October 2016 January 2017
3. Angus Council	24 March 2017	No updates since RMP was agreed (March 2017)
4. Argyll and Bute Council	24 March 2017	No updates since RMP was agreed (March 2017)
5. Clackmannanshire Council	13 June 2017	No updates since RMP was agreed (June 2017)
6. Dumfries & Galloway Council	22 September 2017	November 2014 October 2016
7. Dundee City Council	30 June 2017	The RMP has not yet been agreed
8. East Ayrshire Council	29 November 2016	No updates since RMP was agreed (November 2016)
9. East Dunbartonshire Council	23 September 2016	No updates since RMP was agreed (February 2016)
10. East Lothian Council	11 August 2017	May-October 2016 April 2017

Authority.	Date of last PRSA team correspondence.	RMP Update submissions from Scottish Local Authorities and dates.
11. East Renfrewshire Council	30 June 2017	May-June 2017
12. Edinburgh City Council	6 July 2016	September 2016
13. Falkirk Council	13 July 2017	March 2014 January 2015 November 2015 November 2016 May 2017
14. Fife Council	14 August 2017	April 2016
15. Glasgow City Council	1 August 2017	No updates since RMP was agreed (March 2014)
16. Highland Council	4 April 2016	No updates since RMP was agreed (March 2016)
17. Inverclyde Council	29 September 2017	December 2015 January 2016 November 2016
18. Midlothian Council	2 August 2017	No updates since RMP was agreed (June 2014)

Authority.	Date of last PRSA team correspondence.	RMP Update submissions from Scottish Local Authorities and dates.
19. Moray Council	14 March 2017	June 2015 October 2015
20. North Ayrshire Council	28 January 2016	December 2015
21. North Lanarkshire Council	29 June 2017	No updates since RMP was agreed (June 2017)
22. Orkney Council	22 June 2016	No updates since RMP was agreed (June 2016)
23. Perth & Kinross Council	5 April 2017	March 2016 June 2016
24. Renfrewshire Council	17 August 2016	No updates since RMP was agreed (August 2016)
25. Scottish Borders Council	25 August 2017	The RMP has not yet been agreed
26. Shetland Islands Council	2 June 2017	No updates since RMP was agreed (June 2017)
27. South Ayrshire Council	1 September 2017	No updates since RMP was agreed (September 2017)
28. South Lanarkshire Council	2 June 2017	No updates since RMP was agreed (June 2017)
29. Stirling Council	5 April 2017	No updates since RMP was agreed (April 2017)

Authority.	Date of last PRSA team correspondence.	RMP Update submissions from Scottish Local Authorities and dates.
30. West Dunbartonshire Council	5 January 2017	November 2015 June 2016
31. West Lothian Council	19 July 2017	July 2014 July-August 2015 February 2016 November 2016 April 2017
32. Comhairle nan Eilean Siar (Western Isles Council)	25 August 2017	The RMP has not yet been agreed