

Government Records: Annual File Release

January 2019

National Records of Scotland, File Release List, January 2019

Records of the Scottish Cabinet

Scottish Cabinet records (reference 'SCR') are viewed in the [Historical Search Room](#) as digital copies on the NRS 'Virtual Volumes' system. No pre-ordering is required, though researchers must hold a valid [Readers Ticket](#).

Cabinet Meetings

NRS Reference	File Title	File Description	Date
SCR1/1/2	Agendas for Scottish Cabinet Meetings	Agendas for Meetings of Scottish Cabinet Ministers: SCR(03) 1st-12 th .	8 Jan-26 Mar 2003
SCR1/1/3	Agendas for Scottish Cabinet Meetings	Agendas for Meetings of Scottish Cabinet Ministers: SCN(03) 1st-22nd.	May-Dec 2003 [Papers dating after 2003 remain closed]
SCR1/2/22	Numbered Papers for Scottish Cabinet Meetings	Contains Papers SC(03)1-21.	Jan-Feb 2003 [Papers dating before 2003 have already been released]
SCR1/2/23	Numbered Papers for Scottish Cabinet Meetings	Contains Papers SC(03)22-47.	13 Feb-14 May 2003
SCR1/2/24	Numbered Papers for Scottish Cabinet Meetings	Contains Papers SCN(03)1-31. <i>Some information is exempt from release under the Freedom of Information (Scotland) Act 2002. This information has been redacted (blanked out).</i>	15 May-20 Aug 2003
SCR1/2/25	Numbered Papers for Scottish Cabinet Meetings	Contains Papers SCN(03)32-47. <i>Some information is exempt from release under the Freedom of Information (Scotland) Act 2002. This information has been redacted (blanked out).</i>	21 Aug-24 Sep 2003
SCR1/2/26	Numbered Papers for Scottish Cabinet Meetings	Contains Papers SCN(03)48-66.	25 Sep-5 Nov 2003

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SCR1/2/27	Numbered Papers for Scottish Cabinet Meetings	Contains Papers SCN(03)67-83.	6 Nov-3 Dec 2003
SCR1/2/28	Numbered Papers for Scottish Cabinet Meetings	Contains Papers SCN(03)84-88.	Dec 2003 [Papers dating after 2003 remain closed]
SCR1/3/5	Minutes of Scottish Cabinet Meetings	Minutes ('Conclusions') of the following Cabinet Meetings: SC(03)1st-12th Meetings. <i>Some information is exempt from release under the Freedom of Information (Scotland) Act 2002. This information has been redacted (blacked out).</i>	Jan-Mar 2003 [Papers dating before 2003 have already been released]
SCR1/3/6	Minutes of Scottish Cabinet Meetings	Minutes ('Conclusions') of the following Cabinet Meetings: SCN(03)1st-22nd Meetings. <i>Some information is exempt from release under the Freedom of Information (Scotland) Act 2002. This information has been redacted (blacked out).</i>	May-Dec 2003 [Papers dating after 2003 remain closed]

Ministerial Committees

NRS Reference	File Title	File Description	Date
SCR2/1/1/3	Ministerial Committees: General	General papers on Scottish Cabinet Committees. <i>Some information is exempt from release under the Freedom of Information (Scotland) Act 2002. This information has been redacted (blacked out).</i>	2003 [Papers dating before 2003 have already been released]
SCR2/1/3	Ministerial Committees: General - Review of Ministerial Committees and Working Groups	Papers relating to reviews of Ministerial Committees, Sub-Committees, Working Groups and ad hoc groups.	2003 [Papers dating before 2003 have already been released]
SCR2/1/4	Ministerial Committees: Ministerial Meetings - Robert Napier Case	Papers on Ministerial meetings to consider the legal case Robert Napier v Scottish Ministers. The case concerned the	2003 [Papers dating after 2003 remain closed]

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		question of whether the practice of slopping out in prisons was in breach of the European Convention on Human Rights. <i>Some information is exempt from release under the Freedom of Information (Scotland) Act 2002. This information has been redacted (blacked out).</i>	
SCR2/2/1/4	Meetings of the Cabinet Sub-Committee on Rural Development (CSCRD): Agendas, Numbered Meeting Papers and Minutes	Meeting papers for the following meetings of the Cabinet Sub-Committee on Rural Development (CSCRD): CSCRD(03) 1st Meeting	Jan-Feb 2003 [Papers dating before 2003 have already been released]
SCR2/2/2/5	Cabinet Sub-Committee on Rural Development (CSCRD): General Papers	General papers relating to the Cabinet Sub-Committee on Rural Development (CSCRD).	2003 [Papers dating before 2003 have already been released]
SCR2/4/1/2	Meetings of the Cabinet Sub-Committee on Tackling Drug Misuse (CSCTDM): Agendas, Numbered Meeting Papers and Minutes	Meeting papers for the following meetings of the Cabinet Sub-Committee on Tackling Drug Misuse: CSCTDM(03) 1st Meeting	2003 [Papers dating before 2003 have already been released]
SCR2/4/2/4	Cabinet Sub-Committee on Tackling Drug Misuse (CSCTDM): General Papers	General papers relating to the Cabinet Sub-Committee on Tackling Drug Misuse (CSCTDM).	2003 [Papers dating before 2003 have already been released]
SCR2/7/1/2	Cabinet Sub-Committee on Sustainable Scotland (CSCSS): Agendas, Numbered Meeting Papers and Minutes	Meeting papers for the following meetings of the CSCSS, which was set up to take forward sustainable development as a cross-cutting issue, and was chaired by the Minister for Transport and the Environment: CSCSS(03) 5th Meeting	2003 [Papers dating before 2003 have already been released]
SCR2/7/2/4	Cabinet Sub-Committee on Sustainable Scotland (CSCSS): General Papers	General papers relating to the Cabinet Sub-Committee on Sustainable Scotland (CSCSS).	2003 [Papers dating before 2003 have already been released]
SCR2/7/2/5	Cabinet Sub-Committee on Sustainable Scotland (CSCSS): General Papers	General papers relating to the Cabinet Sub-Committee on Sustainable Scotland (CSCSS).	8 Jan-29 May 2003
SCR2/15/1/2	Ad-Hoc Ministerial Meetings: General Papers	General papers relating to topics which were subjects of Ad-Hoc Ministerial meetings.	2003

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		<i>Some information is exempt from release under the Freedom of Information (Scotland) Act 2002. This information has been redacted (blanked out).</i>	[Papers dating before 2003 have already been released]
SCR2/15/8/1	Fire Dispute: Ad-Hoc Ministerial Meetings - General Papers	General papers relating to the ad hoc Ministerial group established in response to the UK firefighter dispute, which arose over pay and led to strikes.	2003 [Papers dating before 2003 have already been released]
SCR2/15/8/2	Fire Dispute: Ad-Hoc Ministerial Meetings - General Papers	General papers relating to the ad hoc Ministerial group established in response to the UK firefighter dispute.	22 Jan-4 Aug 2003
SCR2/15/8/4	Fire Dispute: Ad-Hoc Ministerial Meetings - Meeting Papers	Meeting papers for the ad hoc Ministerial group established in response to the UK firefighter dispute. <i>Some information is exempt from release under the Freedom of Information (Scotland) Act 2002. This information has been redacted (blanked out).</i>	2003 [Papers dating before 2003 have already been released]
SCR2/15/9/1	National Planning Framework: Ad-Hoc Ministerial Meetings - General Papers	General papers relating to the ad hoc Ministerial group established to monitor progress on the National Planning Framework.	2003 [Papers dating before 2003 have already been released; papers dating after 2003 remain closed]
SCR2/15/9/2	National Planning Framework: Ad-Hoc Ministerial Meetings - Meeting Papers	Meeting papers for the ad hoc Ministerial group established to monitor progress on the National Planning Framework.	2003 [Papers dating before 2003 have already been released]
SCR2/15/10/1	Flooding Issues: Ad-Hoc Ministerial Meetings - General Papers	General papers relating to the ad hoc Ministerial group established to consider action on flooding issues following flash floods in the east end of Glasgow in July and August 2002.	2003 [Papers dating before 2003 have already been released]
SCR2/15/10/2	Flooding Issues: Ad-Hoc Ministerial Meetings - Meeting Papers	Meeting Papers for the ad hoc Ministerial group established to consider action on flooding issues following flash floods in the east end of Glasgow in July and August 2002.	2003 [Papers dating before 2003 have already been released]

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SCR2/15/11/1	Fisheries: Ad-Hoc Ministerial Meetings - General Papers	General papers relating to the ad hoc Ministerial group established to consider specific proposals for the handling of sea fisheries and provide a report to Cabinet on these proposals.	2003 [Papers dating before 2003 have already been released]
SCR2/15/11/2	Fisheries: Ad-Hoc Ministerial Meetings - Meeting Papers	Meeting Papers for the ad hoc Ministerial group established to consider specific proposals for the handling of sea fisheries and provide a report to Cabinet on these proposals.	2003 [Papers dating before 2003 have already been released]
SCR2/15/12/1	Tourism: Ad-Hoc Ministerial Meetings - General Papers	General papers relating to the ad hoc Ministerial group established to consider the Scottish tourism industry.	Mar-Dec 2003
SCR2/15/12/2	Tourism: Ad-Hoc Ministerial Meetings - Meeting Papers	Meeting Papers for the ad hoc Ministerial group established to consider the Scottish tourism industry.	May-Dec 2003
SCR2/20/1/2	Meetings of the Cabinet Sub-Committee on Children's Services (CSCCS): Agendas, Numbered Meeting Papers and Minutes	Meeting papers for the following meetings of the CSCCS: CSCCS(03) 1st Meeting	1-15 Jan 2003
SCR2/20/2/2	Cabinet Sub-Committee on Children's Services (CSCCS): General Papers	General papers on the operation of the Cabinet Sub-Committee on Children's Services (CSCCS).	2003 [Papers dating before 2003 have already been released]
SCR2/21/1/1	Meetings of the Cabinet Sub-Committee on Legislation (CSCL): Agendas, Numbered Meeting Papers and Minutes	Meeting papers for the Cabinet Sub-Committee on Legislation (CSCL). <i>Some information is exempt from release under the Freedom of Information (Scotland) Act 2002. This information has been redacted (blanked out).</i>	2003 [Papers dating before 2003 have already been released]
SCR2/22/1/1	Meetings of the Cabinet Sub-Committee on Social Justice (CSCSJ): Agendas, Numbered Meeting Papers and Minutes	Meeting papers for the Cabinet Sub-Committee on Social Justice (CSCSJ).	2003 [Papers dating before 2003 have already been released]
SCR2/22/2/1	Cabinet Sub-Committee on Social Justice (CSCSJ): General Papers	General papers relating to the Cabinet Sub-Committee on Social Justice (CSCSJ).	2003 [Papers dating before 2003 have already been released]

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SCR2/23/1/1	Cabinet Sub-Committee on Local Government (CSCLG): Papers (Numbered Papers Only)	Meeting papers for the Cabinet Sub-Committee on Local Government (CSCLG)	2003 [Papers dating after 2003 remain closed]
SCR2/23/2/1	Cabinet Sub-Committee on Local Government (CSCLG): General	General papers relating to the Cabinet Sub-Committee on Local Government (CSCLG).	2003 [Papers dating after 2003 remain closed]
SCR2/24/1/1	Cabinet Sub-Committee on Criminal Justice (CSCCJ): Papers (Numbered Papers Only)	Meeting papers for the Cabinet Sub-Committee on Criminal Justice (CSCCJ)	2003 [Papers dating after 2003 remain closed]
SCR2/24/2/1	Cabinet Sub-Committee on Criminal Justice (CSCCJ): General	General papers relating to the Cabinet Sub-Committee on Criminal Justice (CSCCJ)	2003 [Papers dating after 2003 remain closed]
SCR2/25/1/1	Cabinet Sub-Committee on Sustainable Scotland (CSCSS): Papers (Numbered Papers Only)	Meeting papers for the Cabinet Sub-Committee on Sustainable Scotland (CSCSS). <i>Some information is exempt from release under the Freedom of Information (Scotland) Act 2002. This information has been redacted (blanked out).</i>	2003 [Papers dating after 2003 remain closed]
SCR2/25/2/1	Cabinet Sub-Committee on Sustainable Scotland (CSCSS): General	General papers relating to the Cabinet Sub-Committee on Sustainable Scotland (CSCSS). <i>Some information is exempt from release under the Freedom of Information (Scotland) Act 2002. This information has been redacted (blanked out).</i>	2003 [Papers dating after 2003 remain closed]
SCR2/26/1	Cabinet Sub-Committee on Legislation (CSCL): General	General papers relating to the Cabinet Sub-Committee on Legislation (CSCL).	25 Aug 2003
SCR2/27/1/1	Ministerial Committees: Children and Young People Delivery Group (CYPDG) - Papers (Numbered Papers Only)	Meeting papers for the Children and Young People Delivery Group (CYPDG).	2003 [Papers dating after 2003 remain closed]
SCR2/27/2/1	Ministerial Committees: Children and Young People Delivery Group (CYPDG) - General	General papers relating to the Children and Young People Delivery Group (CYPDG).	2003 [Papers dating after 2003 remain closed]

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SCR2/28/1/1	Ministerial Committees: Closing the Opportunity Gap Delivery Group (COGDG) - Papers (Numbered Papers Only)	Meeting papers for the Closing the Opportunity Gap Delivery Group (COGDG).	2003 [Papers dating after 2003 remain closed]
SCR2/28/2/1	Ministerial Committees: Closing the Opportunity Gap Delivery Group (COGDG) - General	General papers relating to the Closing the Opportunity Gap Delivery Group (COGDG)	2003 [Papers dating after 2003 remain closed]
SCR2/29/1/1	Ministerial Committees: Ad Hoc Group of Ministers on Drugs and Alcohol (AH-DA) - Papers (Numbered Papers Only)	Meeting papers for the Ad Hoc Group of Ministers on Drugs and Alcohol (AH-DA).	27 Aug 2003
SCR2/29/2/1	Ministerial Committees: Ad Hoc Group of Ministers on Drugs and Alcohol (AH-DA) - General	General papers relating to the Ad Hoc Group of Ministers on Drugs and Alcohol (AH-DA).	Jul-Aug 2003
SCR2/30/1/1	Ministerial Committees: Ad Hoc Group of Ministers on European Strategy (AH-ES) - Papers (Numbered Papers Only)	Meeting papers for the Ad Hoc Group of Ministers on European Strategy (AH-ES). Includes papers on the Group's remit and the main EU issues for the Scottish Executive.	20 Jun-1 Oct 2003
SCR2/30/2/1	Ministerial Committees: Ad Hoc Group of Ministers on European Strategy (AH-ES) - General	General papers relating to the Ad Hoc Group of Ministers on European Strategy (AH-ES). Includes draft UK White Paper setting out the UK's position for the Intergovernmental Conference to draw up a new Treaty for the EU with section on "What has the EU done for me?"	20 Jun-14 Oct 2003
SCR2/31/1/1	Ministerial Committees: Ad Hoc Group of Ministers on the Fire & Rescue Services (AH-FRS) - (Numbered Papers Only)	Meeting papers for the Ad Hoc Group of Ministers on the Fire and Rescue Services (AH-FRS).	2003 [Papers dating after 2003 remain closed]
SCR2/31/2/1	Ministerial Committees: Ad Hoc Group of Ministers on the Fire & Rescue Services (AH-FRS) - (General)	General papers relating to the Ad Hoc Group of Ministers on the Fire & Rescue Services (AH-FRS)	2003 [Papers dating after 2003 remain closed]
SCR2/33/2/1	Ministerial Committees: Ministerial Group on Regeneration (Reg Group) - General	General papers relating to the Ministerial Group on Regeneration (Reg Group).	2003 [Papers dating after 2003 remain closed]

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Management of Cabinet Business

NRS Reference	File Title	File Description	Date
SCR3/2/3	First Minister's Steering Briefs	Copies of First Minister's Steering Briefs for Cabinet Meetings from 14 Aug 2002 until 26 Mar 2003. Steering Briefs provided the First Minister with a summary of each agenda point to assist with the chairing of Cabinet Meetings. <i>Some information is exempt from release under the Freedom of Information (Scotland) Act 2002. This information has been redacted (blanked out).</i>	2003 [Papers dating before 2003 have already been released]
SCR3/2/4	First Minister's Steering Briefs	Copies of First Minister's Steering Briefs for Cabinet Meetings from 21 May 2003 until 17 Dec 2003. <i>Some information is exempt from release under the Freedom of Information (Scotland) Act 2002. This information has been redacted (blanked out).</i>	20 May-16 Dec 2003
SCR3/4/3	Scottish Cabinet Meetings: Miscellaneous	The file contains papers on arrangements for Cabinet Meetings	2003 [Papers dating before 2003 have already been released]
SCR3/5/5	Cabinet Meetings: Forthcoming Business Papers	Forward planning of Scottish Cabinet business.	24 Oct 2002-9 Sep 2003
SCR3/8/1	Scottish Cabinet/Management Group: Seminar on Managing Non-Departmental Public Bodies (NDPBs)	Papers relating to a seminar for Ministers to look at relationships with NDPBs and Agencies, and to discuss strategic issues and tools for managing NDPB and Agency performance.	24 Jun-19 Nov 2003

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SCR3/8/2	Scottish Cabinet/Management Group: Seminar on Professional Policy Making	Papers relating to a seminar for Ministers to allow for discussion of the process of policy making, focusing on Scottish Executive efforts to encourage better policy making through a customer focused and evidence based approach.	7 Oct-1 Dec 2003
SCR3/8/3	Scottish Cabinet/Management Group: Seminar on the role of Deputy Ministers	Papers relating to a proposed seminar for Ministers to discuss the role of Deputy Ministers and provide clarification of the ways in which the deputy role can support the Cabinet Minister and underpin the responsibilities of the ministerial portfolio.	8 Jul 2000-31 Oct 2003
SCR3/9/1	Scottish Cabinet: Coalition Negotiations, 2003	Papers on the negotiations following the Scottish Parliament election on 1 May 2003 which led to the Labour-Liberal Democrat Partnership (coalition government).	1 May-16 Jun 2003
SCR3/10/1	Cabinet Meetings: Meeting Notices (Formal Notices Only)	Emails from officials on arrangements for Cabinet meetings in September and October 2001 together with a submission to Ministers and officials confirming that Cabinet would not meet on 2 and 16 October 2001.	13-30 Jul 2001

Scottish Cabinet: Strategy Sessions

Strategy Sessions were held to enable Cabinet Ministers to consider particular issues in greater depth and with a longer-term perspective than normally possible at weekly Cabinet Meetings.

NRS Reference	File Title	File Description	Date
SCR4/9	Cabinet Strategy Sessions: Audit/Future Opportunities/Spending Review 2000 Update	The file contains a submission from Cabinet Secretariat to Cabinet Ministers on a proposed Cabinet Strategy Session Away Day in June 2000.	10 May 2000

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Ministerial Portfolio Meetings

Portfolio Meetings were held to allow the First Minister to keep in touch with key issues within each Cabinet Minister's portfolio, and to focus on longer-term strategic priorities.

NRS Reference	File Title	File Description	Date
SCR5/1/1	Ministerial Portfolio Meetings: Enterprise and Lifelong Learning - Meeting Papers	Papers relating to Portfolio Meetings between the First Minister and the Minister for Enterprise and Lifelong Learning.	2003 [Papers dating before 2003 have already been released]

Scottish Cabinet: Miscellaneous Ministerial Papers

NRS Reference	File Title	File Description	Date
SCR6/2	Ministerial Appointments and Responsibilities	Papers on: the role, employment conditions and pay of Special Advisers ('Spads'), political advisers to Ministers, including papers on appointments and resignations; arrangements for changing Ministerial responsibilities following reshuffles and the resignation of the First Minister (Henry McLeish); and the induction process for new Ministers.	30 Jun 1997- 7 Aug 2003

Scottish Cabinet Guidance

These files relate to guidance for Ministers and Officials.

NRS Reference	File Title	File Description	Date
SCR7/1/5	Scottish Ministerial Code: General	Memos, emails, briefings and other papers relating to implementation of, and issues arising from, the Code. Topics include informing local authorities of Ministerial visits and a complaint against the Sports Minister concerning funding and planning issues around a new stadium for Falkirk Football Club.	8 Feb 2002- 26 Feb 2003

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SCR7/2/4	Scottish Cabinet Guidance: Minutes/Memoranda - One-page Minutes to Ministers	Memos, emails, examples and questionnaire on introduction of new format for providing standardised one-page minute to Ministers with annexes in order to reduce the volume of paperwork.	10 Jul 2002-6 Jun 2003
SCR7/4/2	Scottish Cabinet Guidance: Ministers, Parliament and Policy Training Group	Papers relating to the Ministers, Parliament and Policy Training Group (MPPTG), which was set up to consider the best way forward for staff training in Ministerial issues by identifying training and development needs and designing appropriate interventions to meet these needs.	27 Nov 1996-29 Jul 1999
SCR7/5/3	Scottish Cabinet Guidance: Collective Decision Making	Papers relating to the development and review of the 'Guide to Collective Decision-making in the Scottish Executive'.	15 Aug 2001-9 Aug 2002
SCR7/5/4	Scottish Cabinet Guidance: Collective Decision Making	Papers relating to the development and review of the 'Guide to Collective Decision-making in the Scottish Executive'.	Jun-Aug 2003
SCR7/7/1	Scottish Cabinet Guidance: Procedures/Guidance - General	Papers on procedures for Scottish Cabinet meetings and handling of Cabinet business. Includes Guidance from UK Cabinet Office which gives a [fictional] example of minutes of meeting to consider the Secretary of State for Horology's memorandum on roman numerals, summed up by the Secretary of State for Wisdom and Judgement.	3 May 1997-9 Jul 2003
SCR7/8/1	Scottish Cabinet Guidance: Key Information for New Ministers	Emails from officials about the success of a Cabinet Seminar on the Law, and the possibility of holding a similar event for new Ministers appointed following the imminent elections to the Scottish Parliament.	May 2002
SCR7/9/1	Scottish Cabinet Guidance: Training on Cabinet Government - Seminars/Away Days etc	Papers on meetings between Cabinet Secretariat and other officials about the work of Cabinet Secretariat.	10 Apr-21 May 2002
SCR7/10/1	Scottish Election Guidance 2003: General	Papers on guidance to Scottish Executive staff for the period before the Scottish Parliamentary and Local Government elections on 1 May 2003 (known as election purdah). Matters dealt with include consultations, publication of HMIE reports on inspections of schools, costing policies for opposition parties and Ministers, and Special Advisors.	22 Oct 2002-19 Feb 2003
SCR7/10/2	Scottish Election Guidance 2003: General	Papers on guidance to Scottish Executive staff for the period before the Scottish Parliamentary and Local Government elections on 1 May 2003 (known as election purdah). File contains working and final drafts of guidance on conduct of officials and on the handling of Scottish Parliamentary Questions. Also contains correspondence between officials during the pre-election and election periods with discussions arising including the firearms amnesty, the use of civil servants by all parties and BBC access to public buildings.	20 Feb-11 Apr 2003

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		<i>Some information is exempt from release under the Freedom of Information (Scotland) Act 2002. This information has been redacted (blanked out).</i>	
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Scottish Cabinet and the Scottish Parliament

NRS Reference	File Title	File Description	Date
SCR8/4	Parliament: Legislative Programme: General	File contains papers on the legislative proposals and timetables for the first year of the Scottish Parliament, and for subsequent years up to 2007. <i>Some information is exempt from release under the Freedom of Information (Scotland) Act 2002. This information has been redacted (blanked out).</i>	21 Apr 1999- 30 Jun 2003
SCR8/6	Parliament: Committees - Review of Ministerial Working Groups and Committees	The file contains a copy of a submission from Tom McCabe, Minister for Parliament, to the First Minister, Deputy Ministers and officials, on proposed changes to Scottish Parliament Committee remits. Includes covering email.	26 Jun 2001

Cabinet Secretariat: Policy Unit

NRS Reference	File Title	File Description	Date
SCR9/2/2	Constitutional Policy Issues: General	Papers on general topics including: a speech by the Deputy First Minister for the Scottish Council Development and Industry (SCDI); the Scottish Executive Group on European Convention on Human Rights (ECHR) Incorporation; the role of the Secretary of State for Scotland; legislation in the UK Parliament on devolved matters; House of Lords reform; a project on the transition from the Scottish Office to the Scottish Executive; the process for resignations of ministers; and a meeting with the Prime Minister.	25 May 1999- 11 Sep 2003

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		<i>Some information is exempt from release under the Freedom of Information (Scotland) Act 2002. This information has been redacted (blacked out).</i>	
SCR9/4/3	Business Planning: Business Planning in the Scottish Executive	Discussion of Cabinet Secretariat involvement in the Scottish Executive systems for planning and recording business objectives and performance.	8 Dec 1999-10 Jun 2003
SCR9/4/4	Business Planning: Media Planning and Strategy	Draft and revised versions of key media themes and messages which were to be reflected in the Scottish Executive's media and presentation work and worked into portfolio core scripts, momentum stories and media strategies. Includes covering emails from officials.	14 Jul-11 Aug 2003
SCR9/5/2	Co-ordination of Scottish Executive Policy	Papers relating to the responsibility of the Minister for Parliament to exercise a co-ordination function to support the effective development, execution and presentation of Scottish Executive policy.	26 Apr 2001-16 Jun 2003
SCR9/9/1	Partnership Agreement: Ministerial Priority Exercises	Papers relating to Ministerial priorities following the second election of the Scottish Parliament in May 2003, which resulted in a Labour and Liberal Democrat coalition government ('Partnership')	27 May-11 Nov 2003

Cabinet Secretariat: Administration

NRS Reference	File Title	File Description	Date
SCR10/5	Cabinet Secretariat Administration - Filing System: General	Papers on records management within the Scottish Executive with particular reference to Cabinet Secretariat records, including records of Cabinet Meetings.	9 Apr 1999-13 June 2003
SCR10/6	Cabinet Secretariat Administration - Training: Divisional Away Days Etc	Papers on training events for Cabinet Secretariat staff. Includes details of Cabinet Secretariat roles and functions and detailed stakeholder feedback on the service provided to Ministers and Scottish Executive officials.	25 Aug 2000-1 Apr 2003
SCR10/7	Cabinet Secretariat Administration - Communications	Papers on discussions about improving how Cabinet Secretariat communicated their role and shared information with colleagues throughout the Scottish Executive.	17 Jul 2002-11 Aug 2003
SCR10/8	Cabinet Secretariat Administration - Internet/Intranet: General	Discussion on design and content of Scottish Executive internet site about devolution and the corporate intranet.	10 Jun 1999-1 Aug 2000

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SCR10/9	Cabinet Secretariat Administration - Internet/Intranet: General	Discussion on design and content of Scottish Executive internet site about devolution and the corporate intranet.	7 Feb 2001-20 Sep 2002
SCR10/10	Cabinet Secretariat Administration - Presentation: General	Papers on central planning and coordination of the Scottish Executive's media relations.	14 Apr 1999-8 May 2002

Cabinet Secretariat: Management Group

The Management Group of the Scottish Executive was made up of senior officials and was chaired by the Permanent Secretary. The role of the Management Group was to lead the Scottish Executive by developing long-term policy with and for Ministers, and to promote the corporate management of the organisation.

NRS Reference	File Title	File Description	Date
SCR11/1/1	Management Group Meetings: Agendas (Numbered Papers only)	Agendas for Management Group Meetings.	17 Feb 2000-30 Oct 2003
SCR11/2/17	Management Group Meetings: Papers (Numbered Papers only)	Papers for Management Group Meetings.	12 Dec 2002-28 Jan 2003
SCR11/2/18	Management Group Meetings: Papers (Numbered Papers only)	Papers for Management Group Meetings.	6 Feb-24 Apr 2003
SCR11/2/19	Management Group Meetings: Papers (Numbered Papers only)	Papers for Management Group Meetings.	1 May-15 Oct 2003
SCR11/3/2	Management Group Meetings: Papers (Un-Numbered)	Papers and correspondence relating to Management Group Meetings. Includes a draft Memorandum of Understanding between the Scottish Executive and the STUC (Scottish Trades Union Council). <i>Some information is exempt from release under the Freedom of Information (Scotland) Act 2002. This information has been redacted (blanked out).</i>	15 Nov 2000-14 Apr 2003
SCR11/6/2	Management Group Meetings: Forthcoming Business and Arrangements for Meetings	Papers and correspondence for Management Group Meetings including agendas. Topics include Public Sector Relocation Policy.	2 Mar 2001-26 Sep 2003

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SCR11/12/4	Management Group: Changing to Deliver	Papers on the Management Group's role in the Scottish Executive's Changing to Deliver programme, which was intended to lead to continuous improvement of performance across the organisation.	2 Sep 2002-11 Feb 2003
SCR11/12/5	Management Group: Management Group Visits	Papers on Management Group visits, primarily a visit to Dublin to meet senior officials working for the Irish Government.	6 Oct 2000-8 May 2003
SCR11/13/1	Management Group: Making Better Use of IT - General	Papers on a Management Group sub-group convened to consider ways the Scottish Executive could better use information technology to improve performance.	30 Apr 2002-10 Feb 2003
SCR11/13/2	Management Group: Making Better Use of IT - Numbered Papers	Meeting papers for the Management Group sub-group convened to consider ways the Scottish Executive could better use information technology to improve performance. Includes agendas, discussion papers and minutes of meetings.	28 Feb-1 Oct 2002

Cabinet Correspondence

Papers relating to issues dealt with by the Cabinet through correspondence rather than formal meetings.

NRS Reference	File Title	File Description	Date
SCR12/1/1	Scottish Cabinet Correspondence: General	General papers including the following topics: guidance on Scottish Parliamentary Questions; presentation of the Scottish Executive's 'Key Purposes'; arrangements for handling Cabinet correspondence; a Social Economy review; and Public Sector Pay 2003-2004. <i>Some information is exempt from release under the Freedom of Information (Scotland) Act 2002. This information has been redacted (blacked out).</i>	16 Mar 2000-20 Mar 2003
SCR12/1/2	Scottish Cabinet Correspondence: General - 2003	The file contains a single minute about a new one-page format for minutes to Ministers.	27 Jun 2003
SCR12/2/3	Scottish Cabinet Correspondence: Finance Department	The file contains the Finance Department's copies of correspondence between Ministers and officials on Scottish Cabinet issues.	15 May 2001-14 Mar 2003

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SCR12/4/5	Scottish Cabinet Correspondence: Enterprise and Lifelong Learning Department	The file contains the Enterprise and Lifelong Learning Department's copies of correspondence between Ministers and officials on Scottish Cabinet issues.	28 Nov 2002-12 Mar 2003
SCR12/5/3	Scottish Cabinet Correspondence: Finance and Central Services Department (excluding Finance Group)	The file contains the Finance and Central Services Department's copies of correspondence between Ministers and officials on Scottish Cabinet issues, excluding correspondence related to the Department's Finance Group responsibilities.	11 Dec 2002-29 Jan 2003
SCR12/6/3	Scottish Cabinet Correspondence: Environment and Rural Affairs Department	The file contains the Environment and Rural Affairs Department's copies of correspondence between Ministers and officials on Scottish Cabinet issues. <i>Some information is exempt from release under the Freedom of Information (Scotland) Act 2002. This information has been redacted (blanked out).</i>	1 Mar 2002-10 Mar 2003
SCR12/8/3	Scottish Cabinet Correspondence: Education Department	The file contains the Education Department's copies of correspondence between Ministers and officials on Scottish Cabinet issues.	5 Jul 2002-22 Jan 2003
SCR12/9/4	Scottish Cabinet Correspondence: Justice Department	The file contains the Justice Department's copies of correspondence between Ministers and officials on Scottish Cabinet issues.	29 Nov 2002-18 Mar 2003
SCR12/11/1	Scottish Cabinet Correspondence: Legal and Parliamentary Services Department	The file contains correspondence between Ministers and officials on Scottish Cabinet Legal and Parliamentary Services Department issues.	15 May 2002-19 Mar 2003
SCR12/12/1	Scottish Cabinet Correspondence: All Departments - 2002	Submissions to Cabinet Ministers, with responses from officials, on issues under discussion by the Scottish Cabinet. <i>Some information is exempt from release under the Freedom of Information (Scotland) Act 2002. This information has been redacted (blanked out).</i>	29 Oct 2002-10 Jan 2003
SCR12/12/2	Scottish Cabinet Correspondence: All Departments - 2003	Submissions to Cabinet Ministers, with responses from officials, on issues under discussion by the Scottish Cabinet. <i>Some information is exempt from release under the Freedom of Information (Scotland) Act 2002. This information has been redacted (blanked out).</i>	1 Jan-14 Feb 2003
SCR12/12/3	Scottish Cabinet Correspondence: All Departments - 2003	Submissions to Cabinet Ministers, with responses from officials, on issues under discussion by the Scottish Cabinet.	13 Feb-12 Mar 2003
SCR12/12/4	Scottish Cabinet Correspondence: All Departments - 2003	Submissions to Cabinet Ministers, with responses from officials, on issues under discussion by the Scottish Cabinet.	20 Feb-20 Mar 2003

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SCR12/12/5	Scottish Cabinet Correspondence: All Departments - 2003	Submissions to Cabinet Ministers, with responses from officials, on issues under discussion by the Scottish Cabinet. <i>Some information is exempt from release under the Freedom of Information (Scotland) Act 2002. This information has been redacted (blanked out).</i>	4-26 Mar 2003
SCR12/12/6	Scottish Cabinet Correspondence: All Departments - 2003	Submissions to Cabinet Ministers, with responses from officials, on issues under discussion by the Scottish Cabinet..	25 Mar-2 Jun 2003
SCR12/12/7	Scottish Cabinet Correspondence: All Departments - 2003 (New Administration)	Submissions to Cabinet Ministers, with responses from officials, on issues under discussion by the Scottish Cabinet.	7 Jun-16 Jul 2003
SCR12/12/8	Scottish Cabinet Correspondence: All Departments - 2003 (New Administration)	Submissions to Cabinet Ministers, with responses from officials, on issues under discussion by the Scottish Cabinet.	2 Jun-26 Sep 2003
SCR12/12/9	Scottish Cabinet Correspondence: All Departments - 2003 (New Administration)	Submissions to Cabinet Ministers, with responses from officials, on issues under discussion by the Scottish Cabinet. <i>Some information is exempt from release under the Freedom of Information (Scotland) Act 2002. This information has been redacted (blanked out).</i>	3-16 Jul 2003
SCR12/12/10	Scottish Cabinet Correspondence: All Departments - 2003 (New Administration)	Submissions to Cabinet Ministers, with responses from officials, on issues under discussion by the Scottish Cabinet.	6 Aug-29 Sep 2003
SCR12/12/11	Scottish Cabinet Correspondence: All Departments - 2003 (New Administration)	Submissions to Cabinet Ministers, with responses from officials, on issues under discussion by the Scottish Cabinet.	10 Sep-3 Oct 2003
SCR12/12/12	Scottish Cabinet Correspondence: All Departments - 2003 (New Administration)	Submissions to Cabinet Ministers, with responses from officials, on issues under discussion by the Scottish Cabinet.	14 Aug-31 Oct 2003

National Records of Scotland, File Release List, January 2019 (continued)

Cabinet Secretariat: Getting Started Project

The 'Getting Started' project, which was part of the wider Scottish Executive 'Changing to Deliver' programme, was intended to improve the support to Ministers provided by the Scottish Executive's Ministerial Private Offices, Senior Management, and policy officials within Departments.

NRS Reference	File Title	File Description	Date
SCR13/1	Cabinet Secretariat: Getting Started Project - General	General papers on the 'Getting Started' project.	1 Jun 2001-5 Mar 2003
SCR13/3	Cabinet Secretariat: Getting Started Project - On Track to be a Minister	Papers on developing a programme of welcome and induction arrangements for incoming Ministers following the Scottish Parliament election on 1 May 2003. Includes draft and final copies of induction pack for new Ministers and Deputy Ministers entitled 'Key Information for New Ministers'.	12 Feb-9 Sep 2003
SCR13/4	Cabinet Secretariat: Getting Started Project - On Track to be a Private Secretary	Papers on developing an induction programme and guidance for officials working in Private Offices supporting Ministers following the Scottish Parliament elections on 1 May 2003.	15 Mar 1999-6 May 2003

National Records of Scotland, File Release List, January 2019 (continued)

Records of the Scottish Office/Scottish Executive: Departmental files

These files are available for consultation in the [Historical Search Room](#) from Thursday 3rd January until Friday 18th January 2018. Following this date, files must be ordered in advance: please telephone 0131 535 1334 giving at least 24 hours notice. Researchers must hold a valid [Readers Ticket](#) to consult records.

Scottish Office/Scottish Executive: Development Department

NRS Reference	File Title	File Description	Date
DD12/4042	Planning Applications: Windy Hollow, Roslin Glen, Roslin.	Papers relating to public inquiry, and subsequent appeal, into an application under the Town and Country Planning (Scotland) Act for the erection of a dwelling house and rural workshop in Windy Hollow, Roslin. Includes report of inquiry and written submissions from local residents and Historic Scotland.	1997-2003

Scottish Office/Scottish Executive: Home and Health Department

NRS Reference	File Title	File Description	Date
HH59/324	State Hospitals Board for Scotland - Review Group	Consultation paper regarding the provision of services for mentally disordered offenders across Scotland.	2002-2003
HH61/1156	School Health Service	Standards of provision in schools: general correspondence and papers, including transfer of responsibility for service from education authorities to Secretary of State.	1966-1978
HH102/1971	General Dental Services	Conditions of service for salaried plus bonus dentists (Woodside Scheme) in health trusts and centres, including the drafting of circulars on pay and conditions; notes and minutes of meetings of the Joint Negotiating Forum (NJF) Scottish Sub-Group.	2001-2003
SE/HD/10/1/1	Scottish Dental Practice Board	Annual reports 1998-99, 1999-2000, 2000-2001, 2001-2002: departmental consideration and comment.	1999-2003
SE/HD/10/1/2	Primary Health Care: Joint Interests	Consideration of Department of Health guidance on NHS charges for prescriptions, dental treatment and ophthalmic services and the penalty charges incurred for fraudulent claims; Includes the National Association of Citizens Advice Bureau's (CAB) paper 'Unhealthy Charges: Charging for Health'.	2001-2003

National Records of Scotland, File Release List, January 2019 (continued)

Scottish Executive: Justice Department

NRS Reference	File Title	File Description	Date
SE/JD/8/1/1/1	Sexual Offences Bill, 2003	Draft instructions on clauses contained in Part 2 of the Bill relating to the re-enactment and extension of the Sex Offenders Act, 1997. One document originally contained in this file contains legal advice which is exempt from release under s.36(1) of the Freedom of Information (Scotland) Act 2002.	2003

Scottish Office: Industry Department

NRS Reference	File Title	File Description	Date
SEP2/30	Visit Reports	Various firms.	1978
SEP2/40	William Bain & Co Ltd, Lochrin Works, Coatbridge	Structural engineering and fencing manufacturers.	1977-1978
SEP2/81	Textile machinery manufacturers for jute and allied fibres.	Textile machinery manufacturers for jute and allied fibres.	1955-1978
SEP2/110	J C Rennie & Co, Mintlaw	Shetland yarn spinners.	1959-1978
SEP2/129	Joe Little Ltd, Aberdeen	Wholesale fish merchants.	1969-1978
SEP2/134	Lybro Ltd, Dalbeattie	Clothing and leisurewear manufacturers.	1965-1978
SEP2/137	J H Wham & Son (Largs) Ltd, Largs	Wine and spirit merchants.	1977-1978
SEP2/145	John Kelly (Fishcurers) Ltd, Edinburgh	Fish curers and processors.	1972-1978
SEP2/160	Kyle Knitwear Ltd, Catrine	Knitwear manufacturers.	1970-1978
SEP2/161	John Brown Engineering (Clydebank) Ltd	Gas turbine manufacturers.	1978
SEP2/168	John Smith & Son (Glasgow) Ltd, Glasgow	Booksellers and publishers.	1978
SEP2/175	Prosper Engineering Ltd, Stewarton, Ayrshire	Machine tool manufacturers.	1970-1978
SEP2/195	Trunk Trailer Co Ltd, Livingston	Trailer manufacturers.	1974-1978
SEP2/197	Howden Compressors Ltd, Glasgow	Compressor manufacturers.	1976-1978
SEP2/199	Glen Gordon Ltd, Aberdeen	Knitwear manufacturers.	1972-1978

National Records of Scotland, File Release List, January 2019 (continued)

SEP2/202	Fortronic (Fife) Ltd, Dunfermline	Word processor manufacturers.	1976-1978
SEP2/220	Tullis Russell & Company Ltd, Markinch	Specialised paper manufacturers.	1976-1978
SEP2/226	Smiths Industries Clock Company Ltd, Wishaw	Clock and watch manufacturers.	1959-1978
SEP2/232	Barr & Stroud Ltd, Glasgow	Electro-optical and optical equipment manufacturers.	1972-1978
SEP2/239	Ferranti Ltd, Edinburgh	Electrical and electronic engineers.	1976-1978
SEP2/242	Motherwell Bridge Engineering Ltd, Motherwell	Pressure vessel, heat exchanger and tank manufacturers.	1976-1978
SEP2/245	James Johnston & Co of Elgin Ltd, Newmill, Elgin	Rug, scarf and fine wool cloth producers.	1963-1978
SEP2/247	United Wire Ltd, Edinburgh	Wire manufacturers.	1976-1978
SEP2/265	EMI Medical Ltd, Edinburgh (Nuclear Enterprises Ltd)	Scientific and medical instrument and system producers.	1976-1978
SEP2/272	Microwave & Electronic Systems Ltd, Newbridge	Security equipment and electronic instruments manufacturers.	1975-1978
SEP2/286	Bernat Klein Design Ltd, Galashiels	Fabric and ladies' quality garment manufacturers.	1969-1978
SEP2/287	George Waterston & Sons Ltd, Warriston Works, Edinburgh	Printers, designers and manufacturing stationers.	1975-1978
SEP2/308	Blackwood Morton and Sons Ltd, Burnside Works, Kilmarnock	Axminster and Wilton carpet manufacturers.	1976-1978
SEP2/316	Seaforth Maritime Ltd, Aberdeen	Offshore oil exploration and production services.	1976-1978
SEP2/370	Lambhill Engineering Co Ltd, Glasgow	Manufacturers of structural steelwork.	1957-1978
SEP2/389	Goodyear Tyre and Rubber Co (Great Britain) Ltd, Glasgow	Tyre manufacturers.	1957-1978
SEP2/397	S & J McCarroll & Co Ltd, Ardrossan	Whisky merchants and blenders.	1966-1978
SEP2/399	The City India Rubber Co Ltd, Glasgow	Rubber manufacturers.	1947-1978
SEP2/406	David Scott & Co Ltd, Glasgow	Manufacturers of refrigeration equipment and high pressure valves.	1955-1978
SEP2/427	Timex Corporation, Dundee	Watch manufacturers.	1977-1978
SEP2/476	Robert Allison & Son Ltd, Glasgow	Scottish jewellery manufacturers.	1955-1978
SEP2/490	Byron S Bellamy, Aberdeen	Fish curers and exporters.	1956-1978
SEP2/505	Starwood Fisheries Ltd, Aberdeen	Fish processors.	1960-1978
SEP2/510	MEA Engineering Products Ltd, Hamilton	Industrial tool manufacturers.	1962-1978
SEP2/544	Buchanan Blake (Edinburgh) Ltd, Edinburgh	Knitwear manufacturers.	1969-1978

National Records of Scotland, File Release List, January 2019 (continued)

SEP2/576	Wilson Knitwear (Larkhall) Ltd, Larkhall	Knitwear manufacturers.	1947-1978
SEP2/578	Grant Educational Co Ltd, Glasgow	Publishers and stationers.	1948-1978
SEP2/718	Cruickshank and Company Ltd, Denny Iron Works	General, including exports to Cuba in 1968.	1968-1978
SEP2/740	Ailsa Shipbuilding Co., Troon, Ayrshire	Guarantees by the Scottish Development Agency (SDA) and the department to the Bank of Scotland for assistance in securing an order from the Middle East Navigation Aids Service (MENAS).	1977-1978
SEP4/1430/2	American Investment in Scotland	Paper and comments on multi-nationals. Enclosure to SEP4/1430/1.	1976-1978
SEP4/1431	American Investment in Scotland	Paper and comments on multi-nationals	1977-1978
SEP4/3288	Industrial Development: Individual Areas	Lesmahagow and the Douglas Valley: general	1975-1978
SEP4/3399	Dundee Area Exercise	Departmental efforts to promote expansion in Dundee: minutes, correspondence and reports of visits to companies	1976-1978
SEP4/3538	Individual Firms	John Brown Engineering (Clydebank) Ltd: general, including manufacture of MS9000 series gas turbines and offshore oil production modules	1976-1978
SEP4/3868	Motor Engineering Industry: Rootes Motors Ltd, Linwood	Takeover by Chrysler Corporation; subsequent redundancies, industrial disputes and general.	1965-1978

Scottish Office: Central Services Department - Finance

NRS Reference	File Title	File Description	Date
SOE3/548	Conduct and Discipline	George Pottinger: investigation into financial relationship with John Poulson: bankruptcy of Poulson and suspension of Pottinger.	1972-1973
SOE3/549	Conduct and Discipline	George Pottinger: consideration of level of salary during suspension and pension payable following outcome of criminal proceedings.	1973
SOE3/562	Conduct and Discipline	George Pottinger: replies to Parliamentary Questions.	1972-1973