
Scottish Fiscal Commission Records Management Plan

Document control

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The Keeper of the Records of Scotland will be alerted to any changes that are made to this Records Management Plan in accordance with section 5(6) of the Public Records (Scotland) Act 2011.

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Introduction

- 1 The Scottish Fiscal Commission, which was established on 1 April 2017 under terms of the Scottish Fiscal Commission Act 2016, is the independent fiscal institution for Scotland. We are the only sub-national fiscal institution which produces its own fiscal and economic forecasts which are used as the official forecasts; in most countries equivalent organisations scrutinise or certify the Government's own forecasts.
- 2 The Scottish Fiscal Commission is a Non-Ministerial Office: the Commission is part of the Scottish Administration but not part of the Scottish Government. This ensures our operational independence. The Commission is directly accountable to the Scottish Parliament for the delivery of our functions.
- 3 Under the Public Records (Scotland) Act 2011, Scottish public authorities must produce and submit a records management plan setting out proper arrangements for the management of an authority's public records to the Keeper of the Records of Scotland for his agreement under section 1 of the Act. The Commission recognise that records management is essential to its effectiveness.
- 4 Scottish Fiscal Commission has a mature records system. Before become established as a statutory body on 1 April 2017, the Commission operated on a non-statutory basis and made use of Objective, the electronic record document management system (eRDM) used by Scottish Government and a number of public bodies.
- 5 Under shared service agreements with Scottish Government, the Commission has continued to use Objective, having its own file plan accessible by Commission staff. Use of Objective provides a centralised approach to centralise all our record management functions, including the managed retention and disposal of electronic and physical objects. It ensures that the Commission's records are held and managed in a structured format and are accessible across the organisation, except where there is a business need to restrict access.
- 6 As part of the work use Objective, a functional, corporate file plan was developed, and has been used to inform the Commission's Records Management Plan set out in this document. The scope of this Plan covers all records, including both physical and electronic.

Records Management Plan

- 7** The Scottish Fiscal Commission's Record Management Plan sets out the framework for ensuring that its records are managed and controlled effectively, commensurate with the legal, operational and information needs of the organisation. The plan covers all 15 elements in the Keeper's model plan and supporting guidance material
- Senior management responsibility
 - Records Manager responsibility
 - Records management policy statement
 - Business classification
 - Retention schedules
 - Destruction arrangements
 - Archiving and transfer arrangements
 - Information security
 - Data protection
 - Business continuity and vital records
 - Audit trail
 - Competency framework for records management staff
 - Assessment and review
 - Shared information
 - Public Records Created or Held by Third Parties

Scottish Fiscal Commission Website and National Records of Scotland's Web Continuity service

- 8** The Commission is fully committed to being open and transparent and accordingly its website includes the following:
- Governance documents and corporate policies
 - Agreements with partner organisations
 - Agreed minutes of Governance Board meetings
 - Forecasts, Supplementary Costings and Forecast Evaluation Reports, including supporting information
 - Annual Report and Accounts and other statutory reports
- 9** Scottish Fiscal Commission participates in the National Records of Scotland's Web Continuity service, which means that information on the website is archived regularly, including the Commission's previous website (archived on 17 December 2019).
- 10** Each snapshot reflects what the website looked like at the time it was captured and can be accessed from the National Records of Scotland website¹.

¹ https://webarchive.nrsotland.gov.uk/*/http://www.fiscalcommission.scot/

Element 1: Senior Management Responsibility

Introduction	A mandatory element of the Public Records (Scotland) Act 2011, senior management responsibility is the single, most important piece of evidence to be submitted as part of the Records Management Plan. This element must identify the person at senior level who has overall strategic responsibility for records management within the organisation.
Statement of Compliance	The Senior Information Risk Owner (SIRO) within Scottish Fiscal Commission is the Chief Executive, John Ireland.
Evidence of Compliance	<p>Evidence to be submitted in support of Element 1:</p> <p>Item 1: Letter from John Ireland confirming as Chief Executive he has overall responsibility for the plan and that operational responsibility has been delegated to the Governance Manager, James White with access to appropriate training</p> <p>Item 2: Scottish Fiscal Commission Internal Scheme of Delegation</p>
Future Developments	There are no planned future developments in respect of Element 1. However, if the Senior Responsible Officer for Records Management were to change, policies and procedures would be revised accordingly.
Assessment and Review	This element will be reviewed if there any changes in personnel.
Responsible Officer(s)	John Ireland, Chief Executive

Element 2: Records Manager Responsibility

Introduction	A mandatory element of the Public Records (Scotland) Act 2011, the plan must identify the <u>individual</u> with operational responsibility for Records Management within the organisation.
Statement of Compliance	The officer with operational responsibility for Records Management within the Scottish Fiscal Commission is the Commission's Governance Manager, James White.
Evidence of Compliance	Evidence to be submitted in support of Element 2: Item 1: Letter confirming John Ireland as Chief Executive has overall responsibility for the plan and that operational responsibility has been delegated to the Governance Manager, James White
Future Developments	No developments are planned at this time.
Assessment and Review	This element will be reviewed if there are any changes in personnel.
Responsible Officer(s)	John Ireland, Chief Executive

Element 3: Records Management Policy Statement

Introduction	A Records Management Policy Statement must demonstrate the importance of managing records within the organisation and serve as a mandate for the activities of the Information Management and Security Officer. The statement provides an overarching statement of the organisation's priorities and intentions in relation to recordkeeping, and a supporting framework and mandate for the development and implementation of a records management culture within the organisation.
Statement of Compliance	The Commission's commitment to good record keeping is set out in its Records Management Policy.
Evidence of Compliance	Evidence to be submitted in support of Element 3: Item 1: Letter from the Chief Executive Item 3: Scottish Fiscal Commission Records Management Policy
Future Developments	There are no planned future developments in respect of Element 3.
Assessment and Review	This element is reviewed annually by the Governance Manager.
Responsible Officer(s)	Governance Manager

Element 4: Business Classification

Introduction	<p>The Keeper expects an organisation to carry out a comprehensive assessment of its core business functions and activities, and represent these within a Business Classification Scheme. Element 4 of the records management plan should confirm that the organisation has developed, or is in the process of developing, a Business Classification Scheme.</p>
Statement of Compliance	<p>Scottish Fiscal Commission reviewed its functions when it was established as a statutory body in 2017 to allow a separate file plan to be developed within eRDM. The Commission uses the Scottish Government's eRDM solution, Objective, and has adapted the Scottish Government's Business Classification Scheme to meet the needs of the Scottish Fiscal Commission. This has been added to as and when required. The scheme provides a structure for managing records through their lifecycle from creation to disposal.</p> <p>No functions of SFC are carried out by third-parties.</p> <p>Scottish Fiscal Commission will comply with all relevant legislation and aims to achieve standards of best practice by adopting and adapting Scottish Government policies as appropriate.</p> <p>The SG Business Classification Scheme aims to provide the framework for managing records and information. The scheme has four levels of classification, with the first three being subject based, the fourth describes the activity undertaken. Every file created has a specific retention and disposal attached to it. The Commission's File Plan is reviewed annually to ensure it accurately reflects current activity.</p>
Evidence of Compliance	<p>Evidence to be submitted in support of Element 4:</p> <p>Item 4: Scottish Fiscal Commission Business Classification Scheme</p>
Future Developments	<p>No developments are planned at this time.</p>
Assessment and Review	<p>Scottish Fiscal Commission's Business Classification Scheme and Corporate File Plan are reviewed as and when required but at least annually.</p>
Responsible Officer(s)	<p>Governance Manager</p>

Element 5: Retention Schedules

Introduction	<p>Retention schedules must demonstrate the existence of, and adherence to, corporate records retention procedures. These procedures should show that the organisation routinely disposes of information, whether this is destruction or transfer to an archive for permanent preservation. A retention and disposal schedule which sets out recommended retention periods for records created and held by an organisation is essential for ensuring that the organisation's records:</p> <p>are not retained for longer than necessary (in line with legal, statutory and regulatory obligations)</p> <p>storage costs are minimised (through the timely destruction of business information)</p> <p>records that are deemed worthy of permanent preservation are identified and transferred to an archive at the earliest opportunity.</p>
Statement of Compliance	<p>The Scottish Fiscal Commission uses the Retention and Disposal Schedule established as part of the Scottish Government eRDM system (Objective) and, which has been mapped to the functional structure of the Commission's Corporate File Plan. The Schedule ensures that retention rules are applied consistently across the Commission's functions and extends to all records in the organisation. The retention periods are determined by statutory and legislative obligations, as well as business needs. The files created within eRDM have standard retention schedules that all SG and non-ministerial bodies use.</p> <p>At the start of each calendar year, Scottish Government Record Management team will contact Scottish Fiscal Commission with a list of files which are due for review, disposal, or archiving electronically with the National Records for Scotland at which point the decision to destroy or preserve a record can be reviewed. As at 2020 no records held by Scottish Fiscal Commission had reached this stage.</p>
Evidence of Compliance	<p>Evidence to be submitted in support of Element 5:</p> <p>Item 4: Business Classification Scheme</p>
Future Developments	<p>No developments are planned at this time.</p>
Assessment and Review	<p>As and when required, but at least annually.</p>
Responsible Officer(s)	<p>Governance Manager</p>

Element 6: Destruction Arrangements

Introduction	<p>A mandatory element of the Public Records (Scotland) Act 2011, Destruction arrangements should evidence the arrangements that are in place for the secure destruction of confidential information. Clear destruction arrangements setting out the correct procedures to follow when destroying business information are necessary in order to:</p> <p>minimise the risk of an information security incident; and</p> <p>ensure that the organisation meets its obligations in relation to the effective management of its records, throughout their lifecycle.</p>
Statement of Compliance	<p>Physical records held onsite or offsite</p> <p>Scottish Fiscal Commission does not have any paper records stored on or off site. Information supplied to the Commission is provided in electronic format which is stored within eRDM, rather than paper. Should any information be received in paper form, it would be scanned using the scanning capacity within the SCOTS IT system, the scanned document saved within the appropriate eRDM file and the original shredded using the shredding facilities within Governor’s House.</p> <p>eRDM records are destroyed accordingly to the retention and disposal schedule set out in the Business Classification Scheme. The retention periods are determined by statutory and legislative obligations, as well as business needs. The files created within eRDM have standard retention schedules that all SG and non-ministerial bodies use.</p> <p>At the start of each year, Scottish Government Record Management team will contact Scottish Fiscal Commission with a list of files which are due for review, disposal, or archiving electronically with the National Records for Scotland at which point the decision to destroy or preserve a record can be reviewed. As at 2020 no records held by Scottish Fiscal Commission had reached this stage.</p> <p>Backups</p> <p>iTECS (who provide IT services using the SCOTS network for Scottish Fiscal Commission under a shared service agreement with the Scottish Government) perform regular backups of data held on SCOTS. Incremental backups are taken between Monday and Thursday each week and a full backup is taken on a Friday or Saturday. Backups are retained at the Saughton House Data Centre with a copy duplicated to the Lanarkshire Data Centre. A four weekly backup cycle is operated, after which period data is overwritten and becomes irretrievable.</p> <p>Disposal of Hardware</p> <p>The iTECS standard terms of supply states that:</p>

	<p>Customers are responsible for ensuring that any of their own SCOTS equipment which becomes redundant is securely erased of all data and, if necessary, disposed of in accordance with NCSC standards. By arrangement, customers may relinquish title to such equipment and ask iTECS to carry out this function on their behalf. iTECS will subcontract this task to external companies, on the understanding that all work is carried out to NCSC standards. Any costs for this work would be the responsibility of the customer.</p> <p>In the case of the Scottish Fiscal Commission, disposal of hardware is undertaken on its behalf by iTECS. In relation to mobile devices, there is a process set out which allows the device to be securely wiped of encrypted data before being disposed by iTECS.</p>
Evidence of Compliance	<p>Evidence to be submitted in support of Element 6:</p> <p>Item 4: Business Classification Scheme</p> <p>Item 5: iTECS Standard Terms of Supply</p>
Future Developments	No developments are planned at this time.
Assessment and Review	As and when required, but at least annually.
Responsible Officer(s)	Governance Manager

Element 7: Archiving and Transfer Arrangements

Introduction	<p>A mandatory element of the Public Records (Scotland) Act 2011, Archiving and Transfer Arrangements should detail the processes in place within an organisation to ensure that records of long-term historical value are identified and deposited with an appropriate archive repository.</p> <p>Arrangements for the transfer of material of enduring value to an archive should be clearly defined and made available to all staff in order to ensure that the</p> <p>records are transferred at their earliest opportunity; and</p> <p>corporate memory of the organisation is fully and accurately preserved.</p>
Statement of Compliance	<p>Records which are identified as having enduring value or are of historical interest will be transferred to the National Records of Scotland for permanent preservation. Scottish Fiscal Commission is in negotiation with NRS to develop and agree a Memorandum of Understanding to facilitate such a transfer.</p> <p>eRDM files which contain the file type 'Archive' or 'Review on closure' could potentially be sent to National Records of Scotland for preservation. The SG Corporate Records Manager will run an annual report to identify these files, which will be sent to Scottish Fiscal Commission and National Records of Scotland for a final decision on transfer.</p>
Evidence of Compliance	<p>Evidence to be submitted in support of Element 7:</p> <p>Item 6: Email exchange about MoU between SFC and NRS and associated meeting invitation</p>
Future Developments	No developments are planned.
Assessment and Review	As and when required but at least annually.
Responsible Officer(s)	Governance Manager

Element 8: Information Security

Introduction	<p>Information security policies and procedures are essential in order to protect an organisation's information and information systems from unauthorised access, use, disclosure, disruption, modification, or destruction.</p> <p>A mandatory element of the Public Records (Scotland) Act 2011, Information Security should set out provisions for the proper level of security of its records and ensure that there is evidence of robust information security procedures, which are well understood by all members of staff.</p>
Statement of Compliance	<p>Scottish Fiscal Commission has a number of information security policies, which are approved by either the Commission's Governance Board or Chief Executive and are subject to regular review. Any changes made are communicated to staff. In addition, the SCOTS IT system used by the Commission incorporates security systems for both the network, and data stored within the system.</p> <p>There is regular training for all staff on information security and data protection, which reinforces the importance of good records management. This training requires to be undertaken annually. See also Element 9.</p>
Evidence of Compliance	<p>Evidence to be submitted in support of Element 8:</p> <p>Item 5: iTECS Standard Terms of Supply</p> <p>Item 7: Information Security policy</p> <p>Item 8: Security Breach Management</p> <p>Item 9: Staff Induction Pack</p>
Future Developments	<p>No developments are planned at this time.</p>
Assessment and Review	<p>The policies are updated as necessary by the Information Management and Security Officer and formally according to the review schedule set out in each policy. All staff will be informed if there are any changes to policies and procedures.</p>
Responsible Officer(s)	<p>Governance Manager</p>

Element 9: Data Protection

Introduction	The Keeper expects an organisation to provide evidence of compliance with data protection responsibilities for the management of all personal data.
Statement of Compliance	<p>Scottish Fiscal Commission has a legal obligation to comply with the requirements of the Data Protection Act 2018 and the General Data Protection Regulation in relation to the management, processing and protection of personal data.</p> <p>The Commission's Data Protection Policy is a statement of responsibility and demonstrates the organisation's commitment to compliance with the Act and the safeguarding and fair processing of any personal data held.</p> <p>Scottish Fiscal Commission has been registered with the Information Commissioner's Office since 2017 and staff are required to undertake training (provided by Scottish Government) on data protection awareness. To undertake its remit, the Commission works with anonymised data on devolved taxes and in overall estimates of claimants for social security benefits.</p> <p>Compliance with the Data Protection Act is the responsibility of the Chief Executive.</p>
Evidence of Compliance	<p>Evidence to be submitted in support of Element 9:</p> <p>Item 7: Information Security policy</p> <p>Item 8: Security Breach Management</p> <p>Item 9: Staff Induction Pack</p> <p>Item 10: Data Protection Policy</p> <p>Item 11: Civil Service Learning - Responsible for Information (2018) Modules - screenshot</p> <p>Item 12: Data Protection eLearning - screenshot</p> <p>Item 13: Privacy Notice</p> <p>Item 14: ICO Registration</p>
Future Developments	No developments are planned at this time.
Assessment and Review	The policies are reviewed formally according to the review schedule in each policy. The register entry is regularly monitored and updated as necessary but at least annually.
Responsible Officer(s)	Governance Manager

Element 10: Business Continuity and Vital Records

Introduction	It is recommended that a Business Continuity and Vital Records Plan is in place in order to ensure that key records and systems are protected and made available as soon as possible in the event of, and following, an emergency. The plan should identify the measures in place to prepare for, respond to, and recover from such an emergency.
Statement of Compliance	<p>Scottish Fiscal Commission has a Business Continuity Plan which is agreed by the Governance Board</p> <p>As all of the Commission's electronic records are backed up regularly (see Element 6), specific identification of vital records is not felt to be necessary.</p>
Evidence of Compliance	<p>Evidence to be submitted in support of Element 10:</p> <p>Item 15: Minutes of the Governance Board meeting which last approved the Business Continuity Plan</p> <p>Item 16: Business Continuity Plan</p>
Future Developments	No developments are planned at this time.
Assessment and Review	The Business Continuity Plan is reviewed regularly according to the schedule included as part of the plan and after the plan has been invoked.
Responsible Officer(s)	John Ireland, Chief Executive.

Element 11: Audit Trail

Introduction	An audit trail is a sequence of steps documenting the movement and/or editing of a record resulting from activities by individuals, systems or other entities. The Keeper will expect an authority's records management system to provide evidence that the authority maintains a complete and accurate representation of all changes that occur in relation to a particular record.
Statement of Compliance	<p>Scottish Fiscal Commission uses Objective as its electronic Records and Document Management System which includes a full audit trail relating to accessing and editing both files and their content. Scottish Fiscal Commission's Record's Management Policy incorporates the Commission's eRDM naming convention.</p> <p>Before staff are able to access Objective, the electronic Record and Document Management System, they are required to complete on-line training on Objective, which sets out the user requirement of the system, and pass an assessment.</p>
Evidence of Compliance	<p>Primary evidence to be submitted in support of Element 11 includes:</p> <p>Item 3: Scottish Fiscal Commission Records Management Policy</p> <p>Item 17: eRDM Manual</p> <p>Item 17a: eRDM Information Management Training</p> <p>Item 18: eRDM audit trail – screenshot</p>
Future Developments	No developments are planned at this time.
Assessment and Review	As and when required but at least annually.
Responsible Officer(s)	Governance Manager

Element 12: Competency Framework for Records Management Staff

Introduction	Core competencies and key knowledge and skills required by staff with responsibilities for Records Management should be defined clearly and made available within organisations, to ensure that staff understand their roles and responsibilities, can offer expert advice and guidance, and can remain proactive in their management of recordkeeping issues and procedures. With core competencies defined, the organisation can identify training needs, assess and monitor performance, and use them as a basis from which to build future job descriptions.
Statement of Compliance	<p>The Governance Manager is part of the Public Records Scotland Act network, receiving relevant information about record keeping, workshops and events.</p> <p>The Governance Manager is supported by two Information Management Support Officers, responsible for creation of new files (including seeking approval from the Commission's Chief Executive), managing access permissions and supporting colleagues in the use of eRDM.</p> <p>A place is booked on the Practitioner Certificate in Scottish Public Sector Records Management being run by 'for your information' between September and October 2020 (the booking was changed from August to September 2020).</p>
Evidence of Compliance	<p>Evidence to be submitted in support of Element 12:</p> <p>Item 1: Letter confirming John Ireland as Chief Executive has overall responsibility for the plan and that operational responsibility has been delegated to the Governance Manager, James White</p> <p>Item 19: eRDM IMSO Information Handbook</p> <p>Item 20: Evidence of participation in Public Records Scotland Act events organised by National Records of Scotland</p> <p>Item 20a: Practitioner Certificate in Scottish Public Sector Records Management – August 2020 cohort – booking form</p>
Future Developments	No developments are planned at this time.
Assessment and Review	As and when required but at least annually.
Responsible Officer(s)	Governance Manager

Element 13: Review and Assessment

Introduction	Records Management practices within an organisation must remain fit for purpose and procedures closely monitored, assessed and reviewed to ensure compliance and commitment to best practice in recordkeeping. The Keeper expects the Records Management Plan to identify mechanisms for regularly reviewing the contents of the Plan and for ensuring that processes are operating effectively.
Statement of Compliance	<p>Scottish Fiscal Commission's information governance policies and procedures, which support the requirements of the Public Records (Scotland) Act 2011, are reviewed regularly by either the Commission's Governance Board or Chief Executive according to the review schedule included in each policy.</p> <p>The Records Management Plan will be reviewed by Governance Manager biannually and use will be made of the National Records of Scotland review.</p>
Evidence of Compliance	<p>Evidence to be submitted in support of Element 13:</p> <p>Item 21: Corporate Policy and Statutory Reporting – Summary</p>
Future Developments	No developments are currently planned.
Assessment and Review	The policies and procedures supporting the requirements of the Public Records (Scotland) Act 2011 will be reviewed biannually or as required.
Responsible Officer(s)	Governance Manager












Element 14: Shared Information














Introduction	Procedures for the efficient sharing of information both within an organisation and with external partners are essential for ensuring information security and recordkeeping compliance. Protocols should include guidance as to what information can be shared, who should retain the data, what levels of security are to be applied, who should have access, and the nature of the disposal arrangements.
Statement of Compliance	<p>The relationship with the Scottish Government is set out in our Framework Document. The Commission has also agreed a Protocol with the Scottish Government covering interactions between our two organisations. This covers the forecasting, assessment and reporting process both during the formal periods of engagement around fiscal events and engagement out with fiscal events.</p> <p>Information shared with Scottish Government colleagues is achieved through the use of shared folders within Objective, which restricts access to named individuals for a fixed period of time. We also have Memoranda of Understanding (MoU) regarding the way we work together and share data with HM Revenue and Customs, Revenue Scotland, the Department of Work and Pensions, and the Office for Budget Responsibility.</p> <p>Although the Commission doesn't produce statistics, it operates using principles set out in the Code of Practice for Statistics.</p>
Evidence of Compliance	<p>Evidence to be submitted in support of Element 14:</p> <p>Item 22: Framework Document between Scottish Fiscal Commission, Scottish Ministers and Scottish Parliament</p> <p>Item 23: Protocol with Scottish Government</p> <p>Item 24: MoU with HM Revenue and Customs</p> <p>Item 25: MoU with Revenue Scotland</p> <p>Item 26: MoU with Department of Work and Pensions</p> <p>Item 27: MoU with the Office for Budget Responsibility</p> <p>Item 28: Statement of Voluntary Compliance with the Code of Practice for Official Statistics</p>
Future Developments	No developments are planned at this time.
Assessment and Review	The framework, protocol and memoranda of understanding are subject to regular review.
Responsible Officer(s)	John Ireland, Chief Executive













Element 15: Public Records Created or held by Third Parties




Introduction	Provide evidence that the authority is confident adequate arrangements are place for the management of records created and held by third parties who carry out any functions of the authority under contract.
Statement of Compliance	No public records are created or held by third parties on behalf of the Scottish Fiscal Commission.
Evidence of Compliance	Not applicable
Future Developments	None are planned
Assessment and Review	If, and when, third parties are required to create or hold data on behalf of the Scottish Fiscal Commission.
Responsible Officer(s)	Governance Manager

Annex A: Supporting Evidence

Item	Details	Evidence	Supporting Element(s)
1	Letter confirming John Ireland as Chief Executive has overall responsibility for the plan and that operational responsibility has been delegated to the Governance Manager, James White	 Item 1 Letter to the Keeper of the Register	1, 2, 3, 12
2	Scottish Fiscal Commission Internal Scheme of Delegation	 Item 2 Scottish Fiscal Commission Internal	1
3	Scottish Fiscal Commission Records Management Policy	 Item 3 Scottish Fiscal Commission Records	3, 11
4	Scottish Fiscal Commission Business Classification Scheme	 Item 4 Scottish Fiscal Commission - Business	4, 5, 6
5	iTECS Standard Terms of Supply	 Item 5 iTECS Standard Terms of Supply	6, 8
6	Email exchange about MoU between SFC and NRS	 Item 6 email exchange about MoU  Item 6 meeting invitation to discuss	7
7	Information Security Policy	 Item 7 Information Security Policy review	8, 9
8	Security Breach Management	 Item 8 Security Breach Management	8, 9
9	Staff Induction Pack	 Item 9 Staff Induction - Revised and Updated	8, 9
10	Data Protection Policy	 Item 10 Data Protection Policy review	9

11	Civil Service Learning Responsible for Information (2018) Modules – screenshot	 <p>Item 11 - 1 Responsible for Inforr</p>  <p>Item 11 - 2 Security Markings.pdf</p>  <p>Item 11 - 3 Protecting and sharin</p>  <p>Item 11 - 4 In the workplace.pdf</p>  <p>Item 11 - 5 Working flexibly.pdf</p>  <p>Item 11 - 6 Staying safe online.pdf</p>  <p>Item 11 - 7 Fraud.pdf</p>  <p>Item 11 - 8 Managing information as an assi</p>	9
12	Data Protection eLearning – screenshot	 <p>Item 12 Data Protection eLearning,†</p>	9
13	Scottish Fiscal Commission Privacy Notice	 <p>Item 13 Privacy Notice 7 November 21</p>	9
14	ICO Registration	 <p>Item 14 ICO Registration extract fr</p>	9
15	Minutes of Governance Board meeting approving the Business Continuity Plan	 <p>Item 15 Governance Board approval of Bu</p>	10
16	Business Continuity Plan	 <p>Item 16 Business Continuity Plan - 10 Ji</p>	10

17	eRDM Browser Functionality Handbook	 Item 17 eRDM Browser Functionality	11
17a	eRDM Information Management Training	 Item 17a eRDM Information Managen	11
18	eRDM Audit Trail - screenshot	 Item 18 eRDM Audit Trail - screenshot of R	11
19	eRDM IMSO Information Handbook	 Item 19 eRDM IMSO Information Handboo	12
20	Attendance at Public Records Scotland Act RA Events organised by NRS	 Item 20 Building on PRSA Success - Contir  Item 20 engagement with NRS PRSA resou	12
20a	Practitioner Certificate in Scottish Public Sector Records Management	 Item 20a Practitioner Certificate in Scottish	12
21	Corporate Policy and Statutory Reporting Summary	 Item 21 Corporate Policy and Statutory R	13
22	Framework Document between Scottish Fiscal Commission, Scottish Ministers and the Scottish Parliament	 Item 22 Framework Document between Sc	14
23	Protocol with Scottish Government	 Item 23 Protocol with Scottish Government	14
24	MoU with HM Revenue and Customs	 Item 24 - MoU with HMRC - 1 June 2019,†	14
25	MoU with Revenue Scotland	 Item 25 MoU with Revenue Scotland 4 C	14

26	MoU with Department of Work and Pensions	 Item 26 - MoU with DWP 29 May 2019.pd	14
27	MoU with the Office for Budget Responsibility	 Item 27 MoU with OBR - 1 January 2019	14
28	Statement of Voluntary Compliance with the Code of Practice for Official Statistics	 Item 28 Statement of Voluntary Compliance	14

