Public Records (Scotland) Act 2011 - Consultation - Response Form

RESPONDENT INFORMATION

Please complete the details on the Respondent Information Form below.

Name: * Required	**Scottish Children's Reporter Administration**
Organisation: (if applicable)	
Postal Address: * Required	**Ochil House** **Springkerse Business Park** **Stirling**
Post Code: * Required	**FK7 7XE**
E-mail: * Required	**Gillian.henderson@scra.gsi.gov.uk**
Telephone Number:	

PERMISSIONS

Please select the appropriate permissions below. This will help ensure we handle your response appropriately. *** Required**

1. Are you responding as: (please select one box)

- [ ] I am responding as an individual (go to Q2a/b and then Q4)
- [x] I am responding **on behalf of** a group or organisation (go to Q3 and then Q4)

2. INDIVIDUALS

2a. Do you agree to your response being made available to the public (in Scottish Government library and/or on the Scottish Government website)?

- [ ] Yes, this response can be made public (go to 2b below)
- [ ] No, this response should be treated as confidential

2b. Where confidentiality is not requested, we will make your response available to the public on the following basis (please tick one of the following boxes)

- [ ] Yes, make my response, name and address all available
- [ ] Yes, make my response available, but not my name or address
- [ ] Yes, make my response and name available, but not my address
- [ ] Not applicable

3. ON BEHALF OF GROUPS OR ORGANISATIONS

The name and address of your organisation ***will be*** made available to the public (in the Scottish Government library and/or on the Scottish Government website). Are you also content for your **response** to be made available?

- [x] Yes, this response may be made public
- [ ] No, this response should be treated as confidential

4. SHARING RESPONSES/FUTURE ENGAGEMENT

We will share your response internally with other Scottish Government policy teams who may be addressing the issues you discuss. They may wish to contact you again in the future, but we require your permission to do so. Are you content for the Scottish Government to contact you again in the future in relation to this consultation response?

- [x] Yes, I am content to be contacted about this consultation
- [ ] No, I do not wish to be contacted about this consultation

Consultation questions

The Model Records Management Plan

1. What are your views on the model plan as a tool for showing named public authorities the type of information the Keeper of the Records of Scotland (The Keeper) would expect to see in their records management plan?

- [x] Very useful
- [ ] Useful
- [ ] Not useful (please say why)

2. Are there 'elements' of a robust public authority records management plan (RMP) that you think are missing from the model plan?

- [ ] Yes (please list what is missing and say why you consider it/they should be included)
- [x] No

3. Are there 'elements' of the model plan that you think are not suitable for inclusion in the RMP of a public authority?

- [ ] Yes (please list these elements and say why they are not suitable)
- [x] No

The Guidance Document

4. What are your views on the Guidance document as a supporting document to the model plan?

- [x] Very helpful
- [ ] Helpful
- [ ] Not helpful (please say why and suggest how it might be improved)

5. What are your views on the number and variety of links to other best practice guidance in the Guidance document?

- [ ] Too many links (please suggest which could be deleted and why)
- [x] Sufficient links
- [ ] Not enough links (please suggest freely available additions and say why these should be included)

Would be helpful to have these organised into sectors.

6. To what extent does the Guidance document emphasise and provide useful links to self assessment mechanisms to allow named authorities to measure their records management proficiency?

- [x] Adequately
- [ ] Partially (please suggest additional links and say why these are important)
- [ ] Not at all (please suggest additional links and say why these are important)

7. What are your views on the number and variety of sample documents offered in the Guidance document?

- [ ] Too many (please suggest which could be removed and why)
- [x] Sufficient
- [ ] Not enough (please say where you think the Guidance document might benefit from more samples)

Would be helpful to have these organised into sectors.

The Model Plan and the Guidance document

8. Should the documents suggest the types of evidence that a public authority will need to submit to support each element of their records management plan?

- [x] Yes
- [ ] No

9. Both documents have introductions written by the Keeper. Do the introductions clearly and adequately explain the purpose of the documents?

- [x] Yes
- [ ] No (please say how these might be improved)

10. To what extent do the Model Plan and Guidance documents help explain the RMP that scheduled authorities are required to produce?

- [x] Adequately
- [ ] Partially (please say how both or either might be improved)
- [ ] Not at all (please say how both or either might be improved)

11. Is the style and language of the Model Plan and the Guidance document clear and helpful to users?

- [x] Yes
- [ ] No (please say how both or either might be improved)

12. Please use the space below to make any other comments regarding the Model Plan and/or the Guidance document.

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enquiries@nas.gov.uk

Submit Response