

**From:** [REDACTED]  
**Sent:** 02 February 2017 17:02  
**To:** [REDACTED]  
**Subject:** URGENT - RETENTION OF REPORTS  
**Importance:** High

Hi [REDACTED]

I mentioned briefly in passing that I would welcome your advice how long we should retain inspection reports on the website. I am sorry that I haven't been able to arrange a meeting yet – diary is murder. It is becoming critical that we have policy on this. With your [REDACTED] hat on, can you give me advice on the legal position or the good practice position?

We now have an ongoing complaint and I am not going to be able to answer if I don't have a line to take on our retention policy. Can you help?

Thanks in anticipation

[REDACTED]

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[REDACTED] | Assistant Director | Education Scotland | Foghlam Alba

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Tel: [REDACTED]

Address: [REDACTED]

Email: [REDACTED]@[educationscotland.gsi.gov.uk](mailto:[REDACTED]@educationscotland.gsi.gov.uk)

**From:** [REDACTED]  
**Sent:** 03 February 2017 09:31  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** RE: URGENT - RETENTION OF REPORTS

[REDACTED]

This is a business decision. It is not about keeping it on the website – it is about retention of the corporate record. [REDACTED] has been doing some work with [REDACTED] to come up with a proposal going forward – it would be good to have a meeting with you and perhaps one or two [REDACTED] to agree this as our policy. We would then need to implement. I am not sure what the retention has been in the past – so it would be useful to invite [REDACTED] to this meeting also in relation to the complaint.

[REDACTED] is on leave next week, but I would be happy to meet next week if required, or alternatively we set something up the following week. Let me know what would suit you best.

Kind regards

[REDACTED]

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[REDACTED] | Education Scotland | Foghlam Alba

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Tel: [REDACTED]  
Address: [REDACTED]  
Web: [www.education.gov.scot](http://www.education.gov.scot)

**From:** [REDACTED]  
**Sent:** 03 February 2017 09:43  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** RE: URGENT - RETENTION OF REPORTS

[REDACTED]

As discussed, [REDACTED] will liaise with Scottish Government colleagues specifically about if there are restriction about retaining publications on the website – from FOI side of things and from a records management side.

Kind regards

[REDACTED]

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[REDACTED] | Education Scotland | Foghlam Alba

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Tel: [REDACTED]  
Address: [REDACTED]  
Web: [www.education.gov.scot](http://www.education.gov.scot)

**From:** [REDACTED]  
**Sent:** 03 February 2017 11:21  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** Publications and Internet

[REDACTED]

I tried calling you back - please see attached email.

From a records management point of view [REDACTED] has confirmed what we already thought – the length of time for keeping publications on the internet is entirely a business decision – as long as we specify the period in our RMP retention and disposal schedules.

I also spoke to [REDACTED] at the FOI unit and [REDACTED] also confirmed that it was a business decision. [REDACTED] also confirmed that there are no right or wrong decisions in terms of how long we keep our publications on the internet and that this was more of a records management area. However, we may want to indicate how long specific publications will be available on our website and on our publication scheme.

[REDACTED] also mentioned that we could say on our website, that although, publications are no longer available on our website that they could still be available on request.? The FOI unit are also reviewing their Publication Scheme. He also mentioned that the only time reference on the ICO publication scheme relates to financial records and they make reference to financial records being available in the current year and the previous two financial years.

[REDACTED] also suggested that we could possibly determine how long we keep publications on our internet based on the how often we are asked for this type of information?

I have asked [REDACTED] to email me with further information/guidance regarding FOI , exemptions and the publication scheme

[REDACTED] I hope the above captures the advice provided – please let me know if I have misinterpreted anything from our conversation.

I hope you find the above helpful – I will try and call you again later.

kind regards

[REDACTED]

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[REDACTED] | Tel: [REDACTED] Blackberry:

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**From:** [REDACTED]  
**Sent:** 03 February 2017 12:31  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** Inspection reports and the internet

[REDACTED]

Please see the email below from [REDACTED]. Our understanding on the advice from SG is that the length of time a publication is kept on the website is a business decision.

Education Scotland is required to have a publication scheme on the website which sets out this type of information. [REDACTED]

[REDACTED] From a quick scan of the current publication scheme on the website, I've copied below what this seems to say about the publication of information on the website. [REDACTED]

[REDACTED] would be able to advise re current practice re publishing inspection reports. My understanding is that they only replaced once a new report is produced. However, they would need to confirm that this is current practice (and so I have copied them in). [REDACTED]

[REDACTED] Whatever your decision about how long reports are published on the website for needs to be reflected in the retention schedule as does the length of time we keep a record of the report on erdm (proposal is to close after 5 and retain for 10 years.) However, please note that this is what we are proposing and not necessarily current practice.

Happy to discuss.

From our website

*The classes of information that we publish*

*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 versions, you may make a request to us for that information.***

- *Class 1: About Education Scotland*
- *Class 2: How we deliver functions and services*
- *Class 3: How we take decisions*
- *Class 4: What we spend*
- *Class 5: How we manage our resources*
- *Class 6: How we procure goods and services*
- *Class 7: How we are performing*
- *Class 8: Our international activities.*

After the inspection

*We will publish a letter for parents on our website and share it with the education authority or Board of Governors, and where appropriate to the Chair of the Parent Council. We will also publish a document called the Summarised Inspection Findings which provides some detail supporting the evaluations made by inspectors.*

*If necessary, the school, with the support of the education authority or Board of Governors, will amend its development plan to bring about any improvements that the letter says are needed.*



**From:** [REDACTED]  
**Sent:** 03 February 2017 13:33  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** RE: Inspection reports and the internet

[REDACTED]

[REDACTED]

[REDACTED]

This is a different issue to the publication of information on the website – you may choose to publish documents on the website for a specific length of time. This should be documented and published. Again – I am not sure if there is anything in inspection framework documents/or statute which sets out how long we need to publish school inspection reports for – as this would obviously impact on your decision.

[REDACTED]

Kind regards

[REDACTED]

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[REDACTED] | Education Scotland | Foghlam Alba

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Tel: [REDACTED]  
Address: [REDACTED]  
Web: [www.education.gov.scot](http://www.education.gov.scot)

**From:** [REDACTED]  
**Sent:** 03 February 2017 14:18  
**To:** [REDACTED]  
**Subject:** RE: Inspection reports - Web issues

[REDACTED]

I have spoken to [REDACTED] – if there is a change to policy, then there would be implications for the digital team as they would need to review what's currently published. Also to consider, the number of inspection reports.

Kind regards

[REDACTED]

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[REDACTED] | Education Scotland | Foghlam Alba

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Tel: [REDACTED]  
Address: [REDACTED]  
Web: [www.education.gov.scot](http://www.education.gov.scot)

**From:** [REDACTED]  
**Sent:** 08 February 2017 12:10  
**To:** EdS : [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** RETENTION OF INSPECTION REPORTS ON ES WEBSITE

Dear Colleagues

We have had a further letter from a regular correspondent asking for the removal of an old inspection report and other docs associated with that inspection. This has prompted [REDACTED] and I to revisit the issue of how long we retain inspection and review reports on our website.

[REDACTED] has provided very helpful guidance and [REDACTED] has confirmed what we currently state on our website. The decision that we have taken is to retain reports for five years and then remove them from our website. [REDACTED] advises that the length of time reports etc are retained on the website is a business decision and a separate issue from our document retention policy and corporate records.

The purpose of this email is two-fold: firstly to advise you of this; and secondly to seek your advice on what actions we need to take now in your area to implement this decision. So, can you please email me as soon as possible with the priority actions that we need to take in order to clean this up? I'd also be interested in any other comments/views you may have.

The issue is that we need to get this settled in a clean and clear way as soon as possible. This will include a generic statement under schools where they have not been inspected within the last five years. While that in itself carries a risk, it's a step we need to take.

Best wishes

[REDACTED]

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[REDACTED] | Assistant Director | Education Scotland | Foghlam Alba

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Tel: [REDACTED]

Address: [REDACTED]

Email: [REDACTED]@[educationscotland.gsi.gov.uk](mailto:educationscotland.gsi.gov.uk)

**From:** [REDACTED]  
**Sent:** 08 February 2017 17:55  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** RE: RETENTION OF INSPECTION REPORTS ON ES WEBSITE

Hi [REDACTED]

Our initial discussions have raised the following points. However, in terms of actions from the Admin Team, we would not anticipate being directly involved in the task to update the website as we aren't normally.

We assume that:

- where an establishment has received a full inspection then a continuing engagement, the full report will remain on the website until five years after the continuing engagement report was published. This would also apply when we get to short inspections followed by full inspections.
- where an establishment has received another inspection/review within the five years that the older report would be replaced by the new report. This rule would apply for those sectors where there is a cycle less than five years. For example, independent schools, specials, etc.
- where neither of the preceding bullets apply, reports across all sectors will be removed from the website after five years. This includes: CLD, INEA, SfC, IRVOLS.
- all other published materials will also be removed e.g. additional evidence (analyses and QI evaluations) and SIF.

Would the five year cycle apply to:

- Guernsey inspections (strategic and schools)? There may be a different agreement in the SLA with Guernsey.
- School Consultations? The report by HMI is published by the authority, under statutory obligations, and we publish our report on the same day as they authority (when they tell us).

Hope this helps.

[REDACTED]