

Graham Hope
West Lothian Council and
West Lothian Licensing Board
Civic Centre
Howden South Road
LIVINGSTON
EH54 6FF

14th June 2024

Dear Mr Hope

Records Management Plan (RMP): West Lothian Council and West Lothian Licensing Board

Thank you for submitting the records management plan (RMP) of West Lothian Council and West Lothian Licensing Board and the accompanying evidence as required under Section 1(1)(a) of the Public Records (Scotland) Act 2011.

I have now reviewed the plan and the supporting evidence, and I am pleased to be able to **agree** that they combine to set out proper arrangements for the management of West Lothian Council and West Lothian Licensing Board's public records. I will publish the assessment report for your authority on the National Records of Scotland website.

In reaching this determination, I expect West Lothian Council and West Lothian Licensing Board to fully implement the agreed plan to meet its full obligations under the Act.

I enclose the report into my findings with recommendations (if applicable). I would urge you to consider any recommendations I have made, and remind you that, under section 5 of the Act, an authority must:

- (a) keep its records management plan under review, and
- (b) if the Keeper so requires (whether at the time of agreement of the plan or otherwise) carry out a review of the plan by such date ("the review date") as the Keeper may determine in accordance with subsections 2 to 4.

I may review an agreed RMP only after 5 years has elapsed since the date of any previous agreement. If I believe there is evidence to support the view that an agreed plan is not being implemented, or if the authority has failed to comply with its agreed RMP, I may intervene before the 5 year period has elapsed.

I would recommend that you publish the agreed plan, both for the information of your staff and service users and to assist in the sharing of best practice across Scottish public authorities. If you do, it would be helpful if you could inform public_records@nrscotland.gov.uk

Yours sincerely

A handwritten signature in cursive script that reads "Laura Mitchell". The signature is written in black ink on a light-colored background.

Laura Mitchell
Deputy Keeper of the Records of Scotland