

*These notes relate to the Public Records (Scotland) Act
2011 (asp 12) which received Royal Assent on 20 April 2011*

PUBLIC RECORDS (SCOTLAND) ACT 2011

EXPLANATORY NOTES

SUMMARY OF THE ACT

Part 1 – Records Management Plans

Section 12 – Annual report

38. This section requires the Keeper to prepare an annual report and submit it to Scottish Ministers after the end of each financial year. “Financial year” is defined in schedule 1 to the Interpretation and Legislative Reform (Scotland) Act 2010 as a year ending with 31 March.
39. Subsections (2) to (4) specify the information which the report must contain. Subsection (2)(a) and (c) allows the Scottish Ministers to set the form and submission date of the report.
40. Once the Scottish Ministers have laid the report before the Parliament under subsection (5) the Keeper must publish it (subsection (6)).