

*These notes relate to the Freedom of Information (Scotland)
Act 2002 (asp 13) which received Royal Assent on 28 May 2002*

FREEDOM OF INFORMATION (SCOTLAND) ACT 2002

EXPLANATORY NOTES

THE ACT – SECTION BY SECTION

Part 6 – Codes of practice

Section 60 – Code of practice as to functions under this Act

146. This section requires the Scottish Ministers to issue, and from time to time revise, a code of practice setting out guidance which the Scottish Ministers consider it desirable for Scottish public authorities to follow in the discharge of their duties under this Act.
147. [Section 60\(2\)](#) specifies particular matters which must be included in the code: the advice and assistance that should be given to applicants, the transferring of requests, consultation with third parties, contractual terms, procedures for dealing with complaints and the collection and recording of statistics by authorities.

Section 61 – Code of practice as to the keeping, management and destruction of records

148. This section requires the Scottish Ministers to issue a code of practice providing guidance to Scottish public authorities as to the keeping, management and destruction of the authorities' records.