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)).