



Royal Commission on the Ancient and Historical Monuments of Scotland

Guide to Information Available through our Publication Scheme

1. Introduction

- 1.1 The Royal Commission on the Ancient and Historical Monuments of Scotland (RCAHMS) collects, records and interprets information on the architectural, industrial, archaeological and maritime heritage of Scotland. We have been doing this for more than a hundred years, and our archive offers a unique insight into the special nature of Scotland's Places.
- 1.2 RCAHMS is a public body and has adopted the Scottish Information Commissioners Model Publication Scheme 2011. This scheme is approved until 31 May 2015. You can see details of the information we publish within the new model scheme at the end of this document.
- 1.3 The Freedom of Information (Scotland) Act 2002 (the Act) requires Scottish public authorities to produce and maintain a publication scheme. Authorities are under a legal obligation to:
 - publish the classes of information that they make routinely available
 - tell the public how to access the information and what it might cost.
- 1.4 The purpose of this Guide to Information is to:
 - allow the public to see what information is available (and what is not available) in relation to each class,
 - state what charges may be applied
 - explain how to find the information easily
 - provide contact details for enquiries and to get help with accessing the information
 - explain how to request information we hold that has not been published

2. Availability and formats

- 2.1 The information we publish through the model scheme is, wherever possible, available on our website. We offer alternative arrangements for people who do not want to, or cannot, access the information online or by inspection at our premises. For example, we can usually arrange to send information to you in paper copy (although there may be a charge for this).

3. Exempt information

- 3.1 We will publish the information we hold that falls within the classes of information below. If a document contains information that is exempt under Scotland's freedom of information laws (for example sensitive personal or commercial information), we will remove or redact the information before publication and explain why.
- 3.2 Sometimes people make FOI requests for access to information in our collections. These requests are nearly always exempt under section 25 of the Freedom of Information (Scotland) Act, because this information is already in the public domain. If your request is for information from our collections rather than for information about RCAHMS as an organisation, please consult the Resources section on our website.

4. Copyright

- 4.1 Because of our role as national collection, it is important to note that copyright applies to two distinct kinds of information in a different way:
- our own corporate information – that is, information that we produce about our business or in the course of our business
 - material in our collections (books, manuscripts, photographs, drawings and so on).
- 4.2 Where we holds the copyright you can copy or reproduce RCAHMS corporate information – reports, statistics, policies and procedures, corporate correspondence, and so on – where we hold the copyright, provided that:
- it is copied or reproduced accurately
 - it is not used in a misleading context, and
 - the source of the material is identified.
- 4.3 Copyright restrictions are likely to apply to material in our collections. Our website has information on copyright.

5. Charges

- 5.1 This section explains when we may make a charge for our publications and how any charge will be calculated.
- 5.2 You do not have to pay for:
- any information downloaded from our website
 - a single copy of any corporate document
 - information sent in electronic format as an email attachment
 - copies of any corporate publications which are already printed and available for free
- 5.3 You may have to pay for:
- printing or photocopying costs of 10p per page (unless your request is for fewer than 50 pages or if it is a single document)
 - information provided on CD-Rom (which will be charged at 50p per disc)

- postage or other delivery (Royal Mail First Class)

5.4 You will have to pay for:

- any commercial publications falling under Class 8 of this scheme
- reprographic costs for items from our national collections.

5.5 We will always tell you what the cost is before providing the information to you.

6. Contact us

6.1 Requests for information or guidance and assistance with any aspect of our information or our Publication Scheme should be directed to:

Adam Jackson
RCAHMS
John Sinclair House
16 Bernard Terrace
Edinburgh
EH8 9NX

Email: foi@rcahms.gov.uk

6.2 We will also advise you how to ask for information that we do not publish or how to complain if you are dissatisfied with any aspect of this publication scheme.

6.3 If we are unable to resolve any complaint, you can complain to the Scottish Information Commissioner whose contact details are:

Kevin Dunion
Scottish Information Commissioner
Kinburn Castle,
Doubledykes Road,
St Andrews,
Fife
KY16 9DS
Tel: 01334 464610
E-mail: enquiries@itspublicknowledge.info

Class 1 – About RCAHMS

Information about RCAHMS, who we are, where to find us, how to contact us, how we are managed and our external relations.

Sub-Classifications	Format Available
General Information about RCAHMS	
About Us	Website: http://www.rcahms.gov.uk/about-us.html
Our History	Website: http://www.rcahms.gov.uk/our-history.html
Contact us	Website: http://www.rcahms.gov.uk/contact-us.html
Governance and legal status	
Royal Warrant	Website: http://www.rcahms.gov.uk/assets/files/About%20Us/royalwarrant.pdf
Our Commissioners	Website: http://www.rcahms.gov.uk/rcahms-the-commissioners.html
Commissioners Register of Interests	Website: http://www.rcahms.gov.uk/assets/files/FOI%20documents/Commissioners Declaration of Interests.pdf
Commissioners Code of Conduct	Website: http://www.rcahms.gov.uk/freedom-of-information.html
Commissioners Meetings' minutes	Website: http://www.rcahms.gov.uk/freedom-of-information.html
Key corporate documents	
Strategy 2011-15 (Future RCAHMS)	Website: http://www.rcahms.gov.uk/assets/files/FOI%20documents/Future RCAHMS.pdf
Business Plan	To be made available
Annual Review 2009-10	Website: http://www.rcahms.gov.uk/freedom-of-information.html
Annual report and Accounts	Website: http://www.rcahms.gov.uk/freedom-of-information.html
External relations	
SWISH	Paper / Electronically
Keeping others informed	
Press & Media	Website: http://www.rcahms.gov.uk/press-and-media.html
News	Website: http://www.rcahms.gov.uk/news.html
Email Newsletter	To be made available

Social networking	
Facebook	Web: http://www.facebook.com/pages/Royal-Commission-on-the-Ancient-and-Historical-Monuments-of-Scotland/248357240216
Twitter	Web: http://twitter.com/rcahms

Class 2 – How We Deliver Functions & Services

Information about our work, our strategy and policies for delivering functions and services and information for our service users.

Sub-Classifications	Format Available
Information about our work	
What we do	Web: http://www.rcahms.gov.uk/what-we-do.html
Annual Operational Plan 2011-12	To be made available
Resources	
Search Resources	Web: http://www.rcahms.gov.uk/search.html and http://aerial.rcahms.gov.uk/
Visit our Searchroom	Web: http://www.rcahms.gov.uk/visit-our-search-room.html and http://aerial.rcahms.gov.uk/
Guides for Researchers	Web: http://www.rcahms.gov.uk/guides-for-researchers.html
Scran	Web: http://www.scran.ac.uk/
Collections	
What we hold	Web: http://www.rcahms.gov.uk/what-we-hold.html and http://aerial.rcahms.gov.uk/
Collections Highlights	Web: http://www.rcahms.gov.uk/collection-highlights.html
Our work	
Survey & Recording	Web: http://www.rcahms.gov.uk/survey-and-recording.html
RCAHMS Projects	Web: http://www.rcahms.gov.uk/current-projects.html
Strategy & Policy Statements	Web: http://www.rcahms.gov.uk/freedom-of-information.html

Class 3 – How RCAHMS Takes Decisions & What has been Decided

Information about the decisions we take, how we make decisions and how we involve others.

Sub-Classifications	Format Available
Strategy 2011-15 (Future RCAHMS)	Web: http://www.rcahms.gov.uk/assets/files/FOI%20documents/Future_RCAHMS.pdf
Business Plan 2011-12	To be made available
Annual Review 2009-10	Website: http://www.rcahms.gov.uk/freedom-of-information.html

Class 4

Information about our strategy for, and management of, financial resources.

Sub-Classifications	Format Available
Annual Accounts	Web: http://www.rcahms.gov.uk/freedom-of-information.html
Remuneration (over £150,000) (PSBR)	Web: http://www.rcahms.gov.uk/freedom-of-information.html
Expenditure on Public Relations (PSBR)	Web: http://www.rcahms.gov.uk/freedom-of-information.html To be published
Expenditure on Hospitality & Entertainments (PSBR)	Web: http://www.rcahms.gov.uk/freedom-of-information.html To be published
Expenditure on External Consultants (PSBR)	Web: http://www.rcahms.gov.uk/freedom-of-information.html To be published
Expenditure over £25,000 (PSBR)	Web: http://www.rcahms.gov.uk/freedom-of-information.html To be published
Pay Ranges	Paper / Electronically
Financial Management Policies & Procedures	Paper / Electronically

PSBR = Duty to publish on the website under the Public Service Reform (Scotland) Bill.

Class 5**How we Manage Human, Physical and Information Resources**

Sub-Classifications	Format Available
Externally advertised vacancies	Web: http://www.rcahms.gov.uk/jobs.html
Staff Structure/Organogram	Paper / Electronically
Staff Handbook	Paper / Electronically
Administrative Policies & Procedures	Paper / Electronically

Class 6**Information about how we procure goods & services, and our contracts with external providers**

Sub-Classifications	Format Available
Standard terms of engagement	Paper / Electronically
Procurement Policy & Procedure	Paper / Electronically

Class 7**Information about how we perform and how well we deliver our functions & services**

Sub-Classifications	Format Available
Annual Review 2009-10	Web: http://www.rcahms.gov.uk/freedom-of-information.html
Annual Accounts	Web: http://www.rcahms.gov.uk/freedom-of-information.html

Class 8**Information packaged and made available for sale on a commercial basis and sold at market value through a retail outlet.**

Sub-Classifications	Format Available
Images and Data	
Order Images and Data	Web: http://www.rcahms.gov.uk/order-images-and-data.html and http://aerial.rcahms.gov.uk/
Price lists	Web: http://www.rcahms.gov.uk/assets/files/forms/RCAHMS_prices.pdf
FAQs	Web: http://www.rcahms.gov.uk/assets/files/forms/RCAHMS_FAQs.pdf

National Collection of Aerial Photography	
Website subscriptions	Web: http://aerial.rcahms.gov.uk/registeredusers/
Digitisation	Web: http://aerial.rcahms.gov.uk/orderimages/
Paid Searches	Web: http://aerial.rcahms.gov.uk/paidsearches/
Print Shop	Web: http://www.rcahmsprints.com/
RCAHMS Publications	Web: http://www.rcahms.gov.uk/rcahms-publications.html