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| [REDACTED] | Area G-G  OAG  Victoria Quay  Edinburgh EH6 6QQ  Date 08 July 2015 |

Dear REDACTED

**Freedom of Information Request**

Thank you for your email of 23 June 2015 requesting information under the Freedom of Information Act 2000 (FOIA).  You asked:

“I would like information on whether the Office for the Advocate General for Scotland has a system in place that deletes emails around the three month mark? If this is the case, when was it introduced and under whose direction?  If it is not in place, is there a process in place for the deletion of emails at any period of time and if not is there a plan for this type of process in the future?”

Having completed our search for information I can tell you that the Office of the Advocate General (OAG) does not have any formal system in place to delete emails at the 3 month mark, although individuals will manage and save or delete their own emails as they see fit. Currently there is no process in place within OAG for the deletion of emails at any period of time, nor is there a plan for this type of process in the future.

OAG’s Information Technology, including our Electronic Records and Data Management (eRDM) system is provided by the Scottish Government. Any further requests for information in relation to any proposed process for the deletion of emails saved within eRDM should be submitted to them. You can use the link below to go to their FOI site.

<http://www.scotland.gov.uk/About/Information/FOI>

You may, if dissatisfied with the treatment of your request, ask the Office of the Advocate General to conduct an internal review of its decision.  The internal review will be conducted by someone other than the person who took the initial decision.  Requests for internal review should be addressed to the Information Officer, Office the Advocate General, Victoria Quay, Edinburgh, EH6 6QQ.

If following the internal review you remain dissatisfied with the treatment of your request by OAG then you may take your complaint to the Information Commissioner, whose address is Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.  Details of the complaints procedure can be found here:

<http://www.ico.gov.uk/complaints/freedom_of_information.aspx>

Yours sincerely

[REDACTED]