

KLTR Guide to Information

Introduction

The Freedom of Information (Scotland) Act 2002 (FOISA) 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.

The King's and Lord Treasurer's Remembrancer (KLTR) has adopted the [Model Publication Scheme](#) produced by the Scottish Information Commissioner.

The purpose of this Guide to Information is to:

- Allow you to see what information is available (and what is not available) in relation to each class.
- State what charges may be applied.
- Explain how you can 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.

Availability and formats

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. For example, we can usually arrange to send information to you in paper copy (although there may be a charge for this).

Exempt information

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 information), we may remove or redact the information before publication, but we will explain why.

Copyright and re-use

Where the KLTR holds the copyright in its published information, the information may be copied or reproduced without formal permission, provided that:

- It is copied or reproduced accurately.
- It is not used in a misleading context.
- The source of the material is identified.

The material on our website is subject to Crown copyright protection unless otherwise indicated.

Where the KLTR does not hold the copyright in information we publish, we will make this clear.

Where information is subject to a third party copyright, that information may not be copied or reproduced without first obtaining permission from the copyright holder.

Charges

This section explains when we may make a charge for our publications and how any charge will be calculated.

There is no charge to view information on our website. We may charge for providing information to you e.g., photocopying and postage, but we will charge you no more than it actually costs us to do so.

We will always tell you what the cost is before providing the information to you. Requests for multiple printouts of material on the website or for multiple hard copies may attract a charge for the cost of printing and/or photocopying and the postage costs of sending the information by first class post.

In the event a charge is to be levied, you will be advised of the charge and how it has been calculated. Information will not be provided to you until payment has been received. Postage costs will be recharged at the rate we paid to send the information to you.

When providing copies of pre-printed publications, we will charge no more than the cost per copy of the total print run. We do not pass on any other costs to you in relation to our published information.

Class 1: About The King's and Lord Treasurer's Remembrancer

Information about The King's and Lord Treasurer's Remembrancer, who we are, where to find us, how to contact us, how we are managed, and our external relations.

[Organisational structure, roles and responsibilities of senior officers](#)

[Biographies for KLTR post holder, Chief Executive and Chief Finance Officer](#)

[Strategic Plan 2024-2027](#)

[Business Plan 2024-2025](#)

[The KLTR Board](#)

[Board Terms of Reference](#)

[Board Code of Conduct](#)



Board Register of Interests
Operational policies
Freedom of Information
Contact details

Class 2: How we deliver our functions and services

Information about our work, our strategy and policies for delivering functions and services and information for our service users.
Framework document
Strategic Plan 2024-2027
Business Plan 2024-2025
Operational policies
Bona vacantia
Treasure Trove & Treasure Trove Review
Ultimus Haeres
Complaints policy
Annual Reports & Accounts
Fees and charges for performance of our function

Class 3: How we take decisions and what we have decided.

Information about the decisions we take, how we make decisions, and how we involve others is set out in our policies.
Framework document
KLTR Board meetings minutes
Audit Committee meeting minutes



Treasure Trove
Scottish Archaeological Finds Allocation Panel
OPTS Advisory Panel

Class 4: What we spend and how we spend it.

The staff of the KLTR Office are, in the main, seconded from The Crown Office and Procurator Fiscal Service (COPFS). Therefore, some of the information published under these classes are links to their websites since the KLTR Office does not publish this information separately

Information about our strategy for, and management of, financial resources (in sufficient detail to explain how we plan to spend public money and what has actually been spent).
Annual Reports & Accounts KLTR
Working with COPFS as a supplier
Sustainable procurement policy statement
Pay and Grading Structure COPFS
Contracts Register COPFS

Class 5: How we manage our human, physical and information resources.

The staff of the KLTR Office are, in the main, seconded from The Crown Office and Procurator Fiscal Service (COPFS).). Therefore, some of the information published under these classes are links to their websites since the KLTR Office does not publish this information separately.

Information about how we manage human, physical and information resources.
KLTR Governance Framework KLTR
Human Resources, COPFS
Estate Strategy COPFS
Contracts Register COPFS


[Equalities Outcomes 2021-25 | COPFS](#)
[KLTR Freedom of Information | KLTR](#)
[KLTR Privacy Statement & Data Protection Policy | KLTR](#)

Class 6: How we procure goods and services from external providers.

The staff of the KLTR Office are seconded from The Crown Office and Procurator Fiscal Service (COPFS) and the Scottish Government (SG). COPFS provides procurement services for KLTR and we follow their policies, guidance and procedures.

Information about how we manage human, physical and information resources.

[Procurement Strategy | COPFS](#)
[COPFS Contracts Register | COPFS](#)
[Working with COPFS as a Supplier | COPFS](#)
[Sustainable Procurement Policy Statement | COPFS](#)
[Public sector procurement - gov.scot \(www.gov.scot\)](#)

Class 7: How we are performing.

The staff of the KLTR Office are seconded from The Crown Office and Procurator Fiscal Service (COPFS) and the Scottish Government (SG). Therefore, some of the information published under these classes are links to their websites since the KLTR Office does not publish this information separately.

Information about how we perform as an organisation, and how well we deliver our functions and services.

[Annual Reports and Accounts | KLTR](#)
[How our authority is performing | COPFS](#)
[Equality Outcomes 2021-2025 | COPFS](#)

Class 8: Our commercial publications

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

No information held under this class. The KLTR does not commercially publish any materials related to our work. Everything we publish is directly related to our services listed above.

Class 9: Our open data

Open data made available as described by the Scottish Government's Open Data Resource Pack and available under an open licence.

No information held under this class.

Contact Us

You can contact us for assistance with any aspect of this publication scheme or for advice on how to complain if you are dissatisfied with any aspect of this publication scheme.

[Contact us | KLTR](#)