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**RE: NRS-DP-2026-499 - MMA Legal - Acknowledgement and request for clarification - 20 April 2026 - Data Subject Access Request - Mr Colin James Kerr**

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**From** dataprotection@nrscotland.gov.uk <dataprotection@nrscotland.gov.uk>

**Date** Tue 2026-04-21 11:36 AM

**To** evidence@mmalegal.co.uk <evidence@mmalegal.co.uk>

**Cc** dataprotection@nrscotland.gov.uk <dataprotection@nrscotland.gov.uk>

**Your reference: C Kerr**  
**NRS reference number: NRS-DP-2026-499**

Dear Sirs,

Thank you for the subject access request of 20 April 2026 you made on behalf of your client.

National Records of Scotland (NRS) holds records on behalf of SG. These records include exempt/closed government files relating to approved and List D schools, children's homes, and prison and borstal services. SG remain the data controller for these records and makes all decisions on access.

Therefore, we forwarded your request to the SG Information Assurance and Data Protection Branch mailbox at [dpa@gov.scot](mailto:dpa@gov.scot) and the team will coordinate searches of these records and respond to you directly.

### **Clarification request**

Most of the records NRS holds are not indexed by the names of individuals. Therefore, we need the information requested below to allow us to carry out effective searches. If you do not provide these details, we may not be able to find the information you are seeking held potentially in court records.

- **Are there any other names your client is, or have been known by? Please include maiden name if relevant.**
- **Your client's address immediately before being placed in care. If this is not known the name of the town, city and/or local authority will be sufficient.**
- **The names of your client's parents.**

We will send one reminder following our request for clarification, and after a period of 30 days, a final email to inform you we will be closing the SAR.

If we receive the requested information before the closure date, we will process your request under the same reference number. However, if you send us the requested information following the closure date, we will process your SAR as usual but with a new reference number.

These requests are complex in nature, and we endeavour to respond promptly and, in any case, within three months of receipt. We apologise for the delay and any problems this causes.

You may find it helpful to read our guidance on '[Time in care records](#)' which provides information on records NRS holds.

**Care home, residential school and foster home records**

Please note we do not hold foster care records. NRS is the archive of the Scottish Government (SG). The information produced by SG is about the direction of the care service across the whole country, but not individual care records. We may, for example, hold records about the Government's position on the provision of care, about the legislation governing care and directives about the regulation of residential care across Scotland, but NRS does not hold case files on residents of care homes, foster homes, or residential schools.

The case files of residents and the records of the schools and homes, should they have survived, tend to be held by the Council that had responsibility for providing care locally. The local authority archivists are often best placed to know the extent of the records held by the authority.

Therefore, we would recommend that you get in touch with the local authority archive service using The National Archives directory of archives for contact details: <https://discovery.nationalarchives.gov.uk/find-an-archive>

In the meantime, if you have any questions, please contact us by quoting your case number: **NRS-DP-2026-499**.

Kind regards,

Maggie

**Malgorzata (Maggie) Palgan | Senior Information Governance Officer**

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