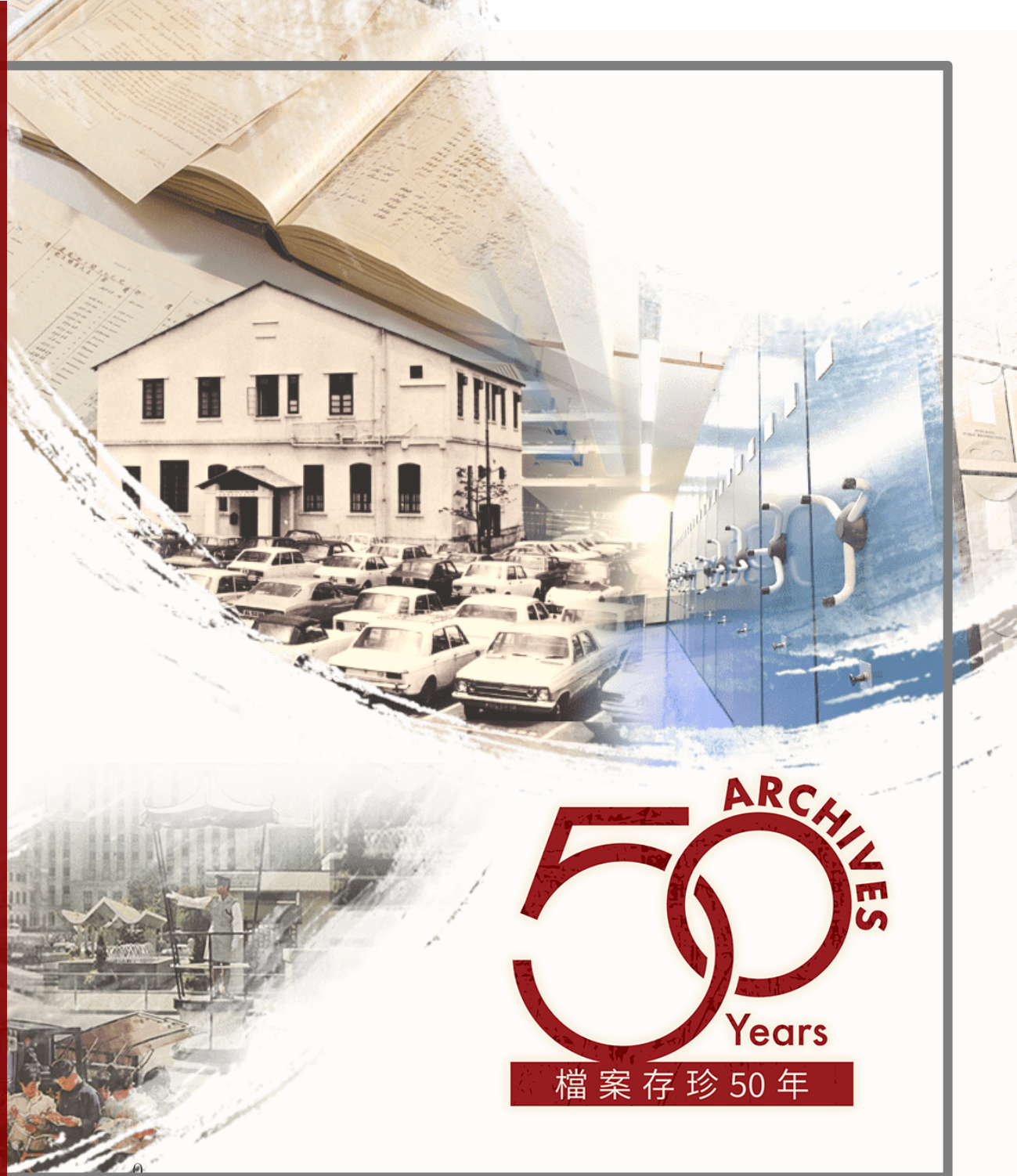


Annual Report 2022

Government Records Service
The Government of the Hong Kong Special Administrative Region



50 ARCHIVES
Years
檔案存珍 50 年

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Foreword

I am delighted to present the 2022 Annual Report of the Government Records Service (GRS).

Established in 1972, GRS has been committed to preserving local documentary heritage and collective memories on all aspects of Hong Kong's development. Half a century on, more than 1.75 million archival holdings in various media and formats from government bureaux and departments (B/Ds), individuals and organisations are preserved in GRS. To mark the 50th anniversary of GRS in 2022, we proudly presented the thematic exhibition "Archives 50 Years", available both onsite and online, to display our valuable holdings while highlighting the major historical development of Hong Kong over the years. Not only was it the first time we showcased 50 themes altogether in one single online exhibition, but also a 360-degree virtual tour was created to bring our exhibition closer to the members of the public. Moreover, we also organised an array of activities to commemorate this special occasion and established a thematic website to reflect the history and achievements of GRS over the past 50 years.

In this remarkable year, GRS continued to step up efforts to strengthen the management, protection and preservation of government records and archives, thereby enriching Hong Kong's documentary heritage for public appreciation. To follow up with the Chief Executive's 2022 Policy Address – Policy Measures on the full rollout of the Electronic Recordkeeping System (ERKS) to all B/Ds by end-2025, GRS in collaboration with the Office of the Government Chief Information Officer and the Efficiency Office has been developing a new central system – Central ERKS to effectively support B/Ds' daily management of records. Upon awarding the contract for design, supply, implementation and maintenance of the Central ERKS in mid-2022, we are pleased to see steady progress in the development and customisation of the system. GRS will strive to provide solid assistance such as guidelines, briefings, advice and tips to B/Ds to facilitate a smooth launch of the system.

In addition, to ensure B/Ds have sustained a proper departmental records management regime, GRS has launched a 3-year self-assessment survey in 2022 covering the calendar years 2019 to 2021. After detailed analysis of the survey, GRS will have a better grip on the effectiveness of the B/Ds' records management systems and a solid basis to make suitable recommendations to B/Ds for the betterment of records management.

I hope this report will give you an overview of the work we have done in the past year so that you can have a better understanding of GRS and the records and archives management in the Government.

Ruby LUK
Government Records Service Director



VISION

To be the leading, most insightful and resourceful public archives in Hong Kong that excels in preserving and promoting the documentary heritage of our city in the digital era.

MISSION

- ✧ To build comprehensive and diversified archival collections;
- ✧ To provide user-friendly and convenient access to the archival collections;
- ✧ To build a digital archive with modern technologies;
- ✧ To promote good records management practices among government bureaux and departments and public organisations;
- ✧ To provide advanced facilities for storage, preservation and retrieval services;
- ✧ To promote awareness, appreciation and proper use of documentary heritage in our community; and
- ✧ To foster a closer partnership with other archives.

VALUES

*G*reen

Go Green! Be environmentally conscious through developing and promoting electronic records management in the Government and public organisations.

*R*eliability

Create and preserve reliable records to support evidence-based decisions and to promote the documentary heritage of Hong Kong.

*E*fficiency

Be efficient in all aspects of records management.

*A*ccessibility

Enhance public access to our archival collections.

*T*ransparency

Be transparent – making our Government more open and accountable through good records management practices.

Part I

Activities in Retrospect



Photo of the Victoria Park Swimming Pool in 1957 - one of the archival holdings showcased in the "Archives 50 Years" exhibition. (Reference no.: HKRS 41-1-1736-3)

“Archives 50 Years” Exhibition

To celebrate the 50th anniversary of the establishment of the Government Records Service (GRS), this year’s thematic exhibition encompassed 50 topics under the themes of “Food”, “Land and Housing”, “Transport” and “Recreation”, to reflect the daily lives of Hong Kong people in different eras. All these 50 themes were exhibited in the [online exhibition](#) and 10 of them were selected for display at the Exhibition Hall in the Hong Kong Public Records Building (HKPRB).

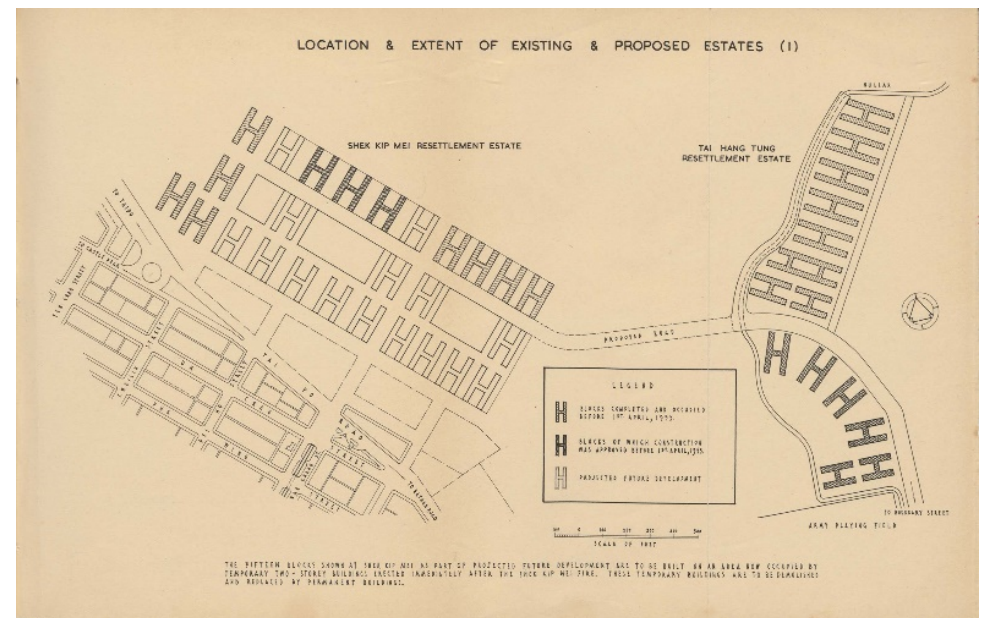
Highlights of the Exhibition

Through showcasing more than 250 archival holdings under the four categories, 50 stories of the exhibits were unveiled to take visitors on a journey through Hong Kong’s historical development. For example, with the enactment of “An Ordinance for Licensing Markets and for preventing Disorders therein” in 1847, no market could be established without the Government’s permission. Photos of the Central Market taken in 1895, one of the Hong Kong’s oldest wet markets which started operating as early as 1842 on Queen’s Road, were dug out from the holdings and displayed in the exhibition.



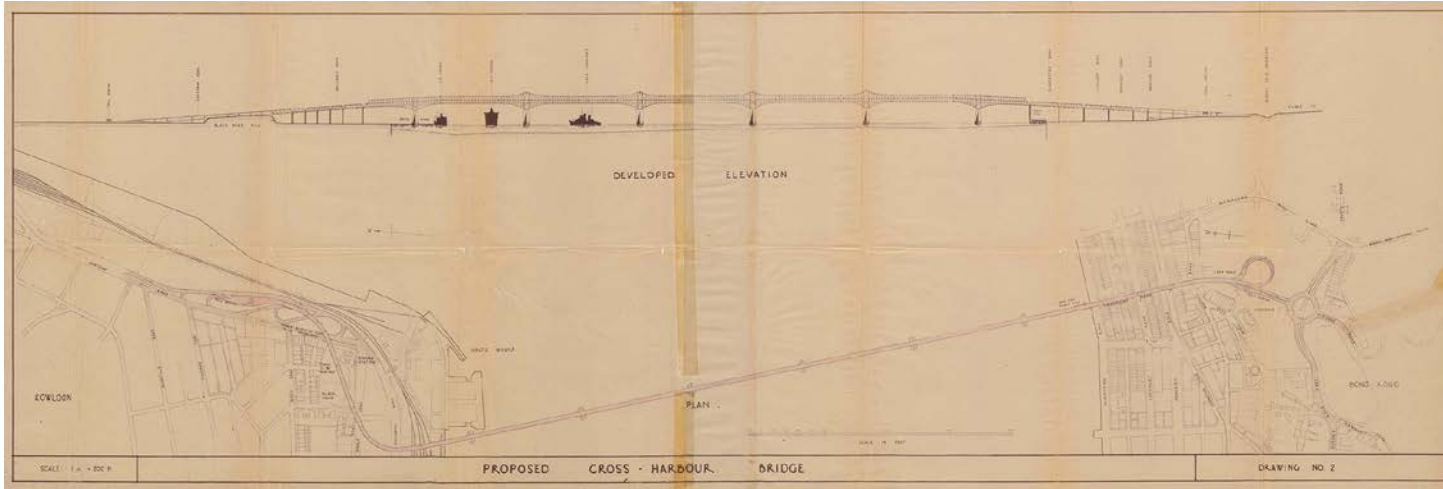
A view of the Central Market from the Praya (1895)
(Reference no.: 01-16-431)

Moreover, the construction of the first batch of eight six-storey resettlement blocks in H-shape in Shek Kip Mei completed in 1954 marked the commencement of Hong Kong’s public housing programme, and photos and plans from relevant archival holdings were selected for display.



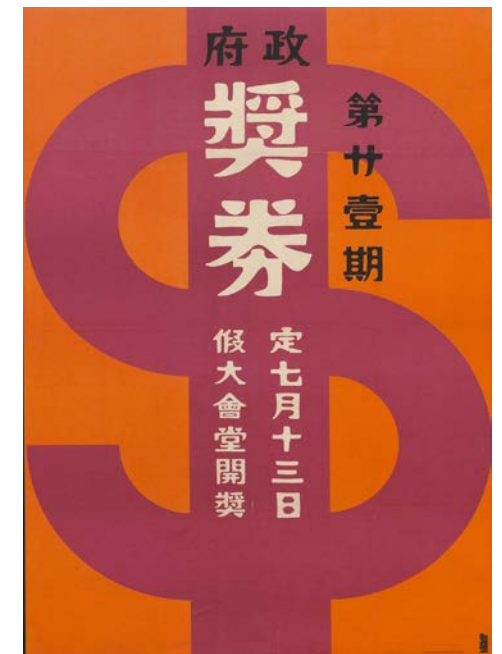
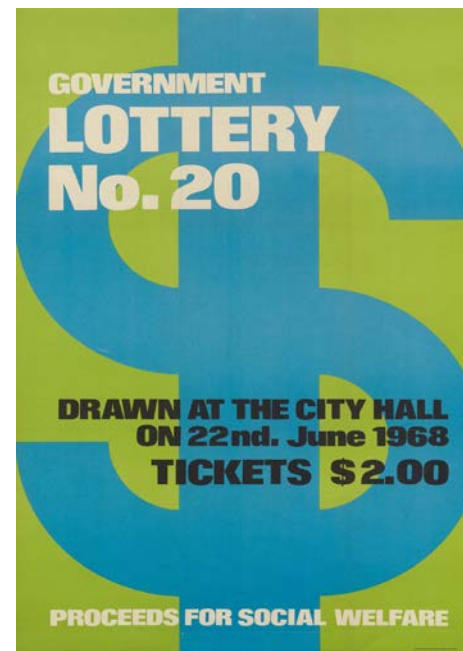
A construction plan showing the H-shaped design of the Shek Kip Mei Resettlement Estate (1954-1955)
(Reference no.: X1000318)

Some rarely known stories were also revealed in the exhibition. For example, while most people understand that the Cross-Harbour Tunnel was the first infrastructure to link up both sides of the harbour, it was not the only option for establishing a cross-harbour link for land transport between Hong Kong Island and Kowloon. In fact, a cross-harbour bridge had once been an alternative during the planning stage. The proposal for cross-harbour tunnel was eventually chosen because the structure of a cross-harbour bridge might impose potential risks to marine and air traffic.



Conceptual drawing of the cross-harbour bridge (1957)
(Reference no.: HKRS 337-4-400)

Another example is the lottery events legally organised in Hong Kong. The first Government lottery was introduced in 1962. Each lottery ticket cost \$2 and the number of tickets sold formed the basis of the prize money for the winners. The top prize in the first Government lottery was \$684,800 and the proceeds went to social programmes.



Posters on the Government lottery (1968)
(Reference nos.: PO000116, PO000119 (left to right))

Virtual Tour

Apart from the fact that it was the first time GRS showcased 50 themes (listed in the next page) in one exhibition, a 360-degree virtual tour was also curated to provide a new way to deliver our online exhibition. The 360-degree virtual tour brings visitors to explore the Exhibition Hall at their own pace, with details of the exhibits accessible through an interactive full spherical exhibition environment with 180 degrees up and down and 360 degrees around.



360-degree virtual tour enabled visitors to explore the Exhibition Hall in HKPRB online at their own pace



Roving Exhibitions

Eight roving exhibitions were also held at branches of the Hong Kong Public Library to facilitate members of the public from different districts to visit the exhibition.

Roving exhibition held at the Hong Kong Central Library

List of the 50 themes

Food

- 1 Pok Fu Lam Reservoir, 1863
- 2 Fresh Water Pipeline linking Kowloon and Hong Kong Island, 1930
- 3 Plover Cove Reservoir, 1968
- 4 The Pokfulam Farm, 1886
- 5 New Territories Agricultural Show, 1953*
- 6 Market, 1847*
- 7 Yau Ma Tei Wholesale Fruit Market, 1913
- 8 “Dai Pai Dong”, 1921
- 9 Floating Restaurant, 1950s
- 10 “Miss Ping On”, 1958



Land and Housing

- 11 1841 Population Census, 1841
- 12 Land Registration Ordinance, 1844
- 13 Ordnance Map of Hong Kong and Living Conditions in the 19th Century*
- 14 Land Surveying in the New Territories, 1899
- 15 Public Latrine, 1867
- 16 Public Bathhouse, 1903
- 17 Tenement House, 1903
- 18 Abercrombie Report, 1948
- 19 Shek Kip Mei Resettlement Estate, 1954*
- 20 10-year Housing Programme, 1972
- 21 Tsuen Wan New Town, 1973



Transport

- 22 Queen's Road, 1841
- 23 Nathan Road, 1860s
- 24 Sedan Chair, 1858
- 25 Rickshaw, 1882
- 26 Peak Tram, 1888
- 27 Tram, 1904
- 28 Kowloon-Canton Railway, 1910*
- 29 Vehicular Ferry, 1933
- 30 The First Commercial Passengers Flight Landed at Kai Tak Airport, 1936
- 31 Traffic Signal, 1934
- 32 Traffic Pagoda, 1953
- 33 Zebra Crossing, 1957
- 34 Mr Zebra, 1960s
- 35 Star Ferry Multi-storey Car Park, 1957
- 36 Ocean Terminal, 1966
- 37 Lion Rock Tunnel, 1967
- 38 Cross-Harbour Tunnel, 1972*
- 39 Mass Transit Railway Kwun Tong Line, 1979*



Recreation

- 40 Hong Kong City Hall, 1869*
- 41 Botanic Garden, 1871*
- 42 Radio Television Hong Kong, 1928
- 43 Rediffusion Television, 1957
- 44 Victoria Park Swimming Pool, 1957
- 45 Mobile Library, 1950s
- 46 Government Lottery, 1962
- 47 Televisions in Parks and Playgrounds, 1967*
- 48 Shek Lei Playground, 1969
- 49 Hong Kong Arts Festival, 1973
- 50 Country Parks (Shing Mun, Kam Shan, Lion Rock), 1976



Note: Themes with * in the list were displayed at the Exhibition Hall of HKPRB.

Reconnecting “Archives 50 Years”

The year 2022 marks the 50th anniversary of GRS and is a significant milestone for us. Apart from the thematic exhibition “Archives 50 Years”, we also organised a variety of activities to reflect the history and achievements of GRS over the past 50 years. Let us take you through the making-of “Archives 50 Years” and share with you the highlights of our colleagues’ collaboration and hard work.



Collaboration Makes Everything

We set up an organising committee connecting our multi-disciplinary teams, i.e. Archivists, Curators and Executive Officers to make things happened.



Connecting to Our Past

We pieced together GRS’ history and achievements by digging into the corporate records, photos, videos and archival holdings of GRS and interviewing our colleagues.



Expertise and Experience

We shared how we used our expertise to identify, process and preserve the documentary heritage and to manage government records.

Collective Efforts

We **collaborated** to curate a thematic exhibition of our most representative holdings to reach out to our community.



Linking different generations in GRS – the experienced and younger generations came together to share their stories in GRS.

It's Time to Share!

[GRS' Timeline](#)

[Exhibition](#)

[Major Statistics](#)

[Events](#)

[Behind-the-Scene Stories](#)



Highlights in Newly Released Archival Records about Green Hong Kong Campaign

Urban greening makes the most of plant diversity and careful planning to give us a green and pleasant living environment while enhancing our quality of life and the appeal of the city.

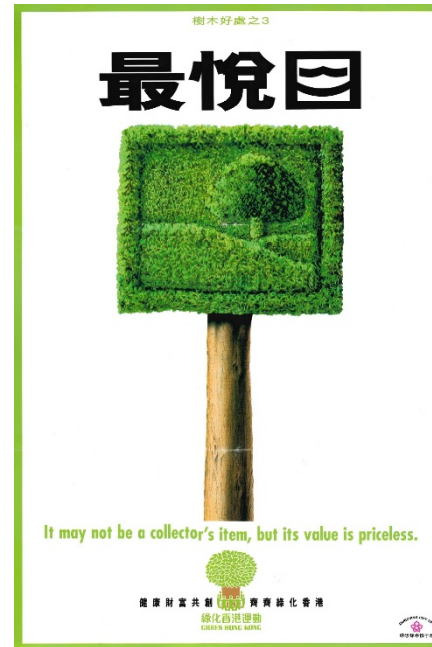
To foster a greener Hong Kong, the then Urban Council decided in July 1992 to launch a comprehensive and coherent programme of tree planting and landscape beautification in greening the city. Following the establishment of the Working Group on the “Greening of Hong Kong” in September 1992, the Green Hong Kong Campaign was kick-started in 1993, which was also designated as the Greening Year. This was the first large-scale greening campaign organised in Hong Kong, with over \$10 million injected into the campaign during the year. As documented in the newly released archival records which contain memoranda and minutes of meetings relating to the preparation of the campaign, the campaign consisted of two components, i.e. the planting programmes and the community participation programmes.



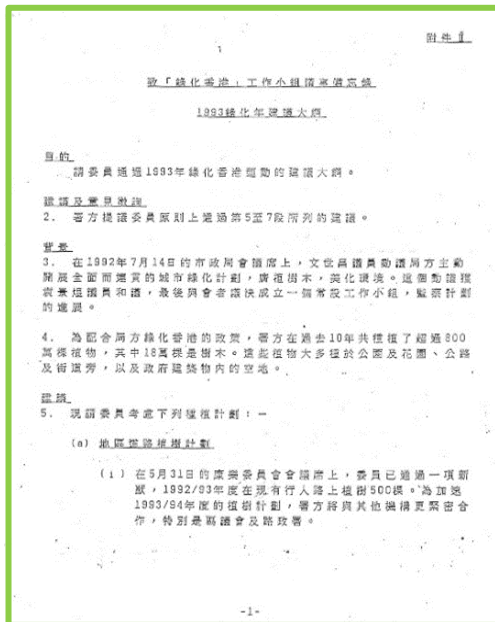
Green Hong Kong Campaign Launching Ceremony in Victoria Park (1993)
(Reference no.: X1000148)

For the planting programmes, they were an enhancement of the existing planting and beautification programmes such as the District Street Tree Planting Programme, Slope Planting Programme and Highways Beautification Programme jointly delivered by the then Urban Services Department, the then District Boards and other government departments such as the Highways Department and the then City and New Territories Administration (CNTA)¹. As for the community participation programmes, a series of activities were organised to encourage the community to contribute to the greening of the city. It started off with a launching ceremony for the Green Hong Kong Campaign, which was held on 30 May 1993 in Victoria Park. Activities including talks and seminars, tree planting by the community, mini-flower shows, open days in plant nurseries, guided visits to major parks and territory-wide potted plants competitions were organised throughout the year. The then ten District Boards of Hong Kong Island and Kowloon, the then Agriculture and Fisheries Department, the Housing Department, the then Education Department and volunteer green groups had all rendered their support to this meaningful campaign.

¹ The Home Affairs Department and the then New Territories Administration were merged to form a new department, CNTA, in 1981. The then CNTA was responsible for district administration throughout Hong Kong and the proper co-ordination of government activities at local level. It was re-organised in 1994, with part of its functions transferred to the then Home Affairs Branch (which was a policy branch of the Colonial Secretariat established in 1973) and the rest to the Home Affairs Department.



Posters of Green Hong Kong Campaign (1993)
 (Reference nos.: PO001558, PO001559, PO001560, PO001561 (left to right))



These newly released archival records reveal that, driven by the then Urban Council, the then District Boards and government departments worked together to enhance the planting and beautification programmes and to enlist public support in making Hong Kong a greener, healthier and more beautiful place to live in. Members of the public are most welcome to come to HKPRB to inspect the newly released archival records and discover various greening programmes and events organised in Hong Kong.

Memorandum for Members of the Working Group on the “Greening of Hong Kong”: Outline Proposals for the 1993 Greening Year (1992)
 (Reference no.: HKRS 1599-11-35)

Sneak Peek – From the Lab: An Overview of Preservation and Conservation Treatments in GRS

In 2022, GRS preserved more than ten thousands archival records in various nature and formats comprising files, bound volumes, maps and plans, memorials, photographs and books. With our concerted effort and tremendous input involved in the wide-ranging conservation treatments², such as tears mending, creases relaxation and flattening, surface cleaning, loss repair and re-binding etc., a team of conservators and technicians of the Preservation Service Office had eventually undertaken conservation treatment for about 80 000 sheets of paper records in the year. The output was encouraging and reassuring. It not only preserved our precious records in better stability and good conditions for storage in the long run, but also expedited the subsequent digitisation process to produce integral digitised images of our archival records for access by members of the public. The work of our preservation team has progressively scaled up to support high-volume digitisation of archival records impeccably. Below, two cases with illustrations of comprehensive and conventional work steps on preservation and conservation treatments (Figures 1 and 2) are selected to provide you an overview of our work of the year.

A Land Register, Vol. 177 (Reference No.: HKRS 193-20-177)

The Land Register, vol. 177 (13.12.1930 – 11.7.1972) (the Register) contained details of land transactions involving lots where the Crown Lease was issued from the then Land Office. In this deposit, GRS has collected 259 land registers which have been bound in volume with linen book cloth. They include the number of the memorial of the first assignment, the term involved, measurements (including the memorial number of the deed etc.), nature of alienation, alienee, amount of consideration, rate of interest or rental, number of memorial of satisfaction as well as date of register.

² Conservation treatment of an archival record is the careful alteration of its chemical and/or physical characteristics in order to prolong its lifespan, which aims at stabilising an object to slow down or prevent future deterioration.



Condition of the Register before treatment

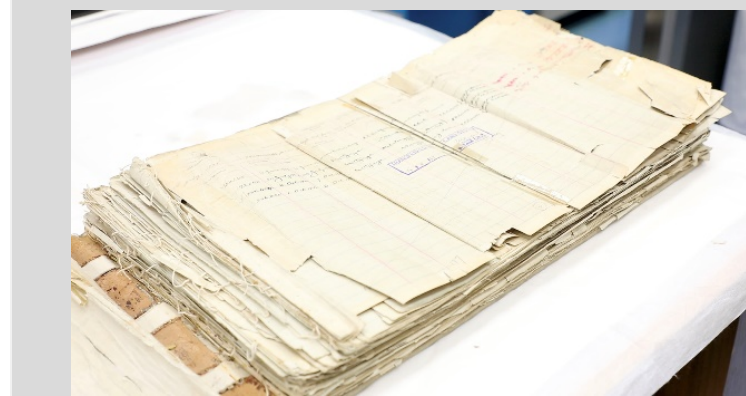
This quarter bound volume, with hand written ball-pen ink, had already broken into various folios when received by GRS. Due to repeated access to the Register, the book cloth and spine of the bound volume became frayed, worn and torn. Internal pages were split, folded, creased with severe losses along the edges. Some old repairs and adhesive tapes with yellow stain had developed along the repaired tears.



The content pages were no longer protected by cover of the Register resulting in serious damages



The spine was broken due to repeated access to the volume



Loose folios suffering from losses and damages



Figure 1: Treatment process for the Register

As illustrated in Figure 1, our practitioner cleaned the surface of each page with a soft brush and grated eraser as well as removed all adhesive tapes with a hot gun and a pair of forceps carefully. Tears and losses were repaired with pieces of long fibre Japanese paper and tailor-made starch paste without preservative. To restore to its former state, our practitioner cautiously removed the book cloth, title slips, and old labels in the hope of re-applying them on the restored volume to retain the original look-and-feel of the Register. The damaged and failing materials on the broken spine were assiduously removed and then a new spine was constructed by a new piece of board and a linen fabric. We used stronger paste, i.e. PVA, to glue the book cloth on the sturdy board with a higher density of pulp to prevent wear and tear from handling in the future. The Register was ultimately stored in a tailor-made acid-free box for better protection. To complete the task, practitioners should possess relevant paper repairing skills, and be pragmatic, systematic and patient.



Keeping the Register in an acid-free archival box after treatment

A Deed of Partition (Reference No.: HKRS 265-11B-1348-3)



A set of documents, in the form of a paper package, was received by GRS. Surprisingly, they were folded into a small pack and wrapped in a Kraft paper³ produced by a local well-known department store with a logo on the front, i.e. “The Wing On Company Limited 50th Anniversary 1907-1957”. The Kraft paper itself was already 66 years old, yet without any signs of aging. After opening the wrapping paper, we discovered a Deed of Partition (the Deed) which contained several pieces of paper documents stacked together with a cloth map. Being kept under this condition for a prolonged period of time, the documents became very fragile and dusty with mould stains developed on the map cloth as well.

The Deed contained four pages of documents, a map on cloth and a paper wrap, dated March 1900

³ It is a paper or paperboard (cardboard) produced from chemical pulp produced in the Kraft process.

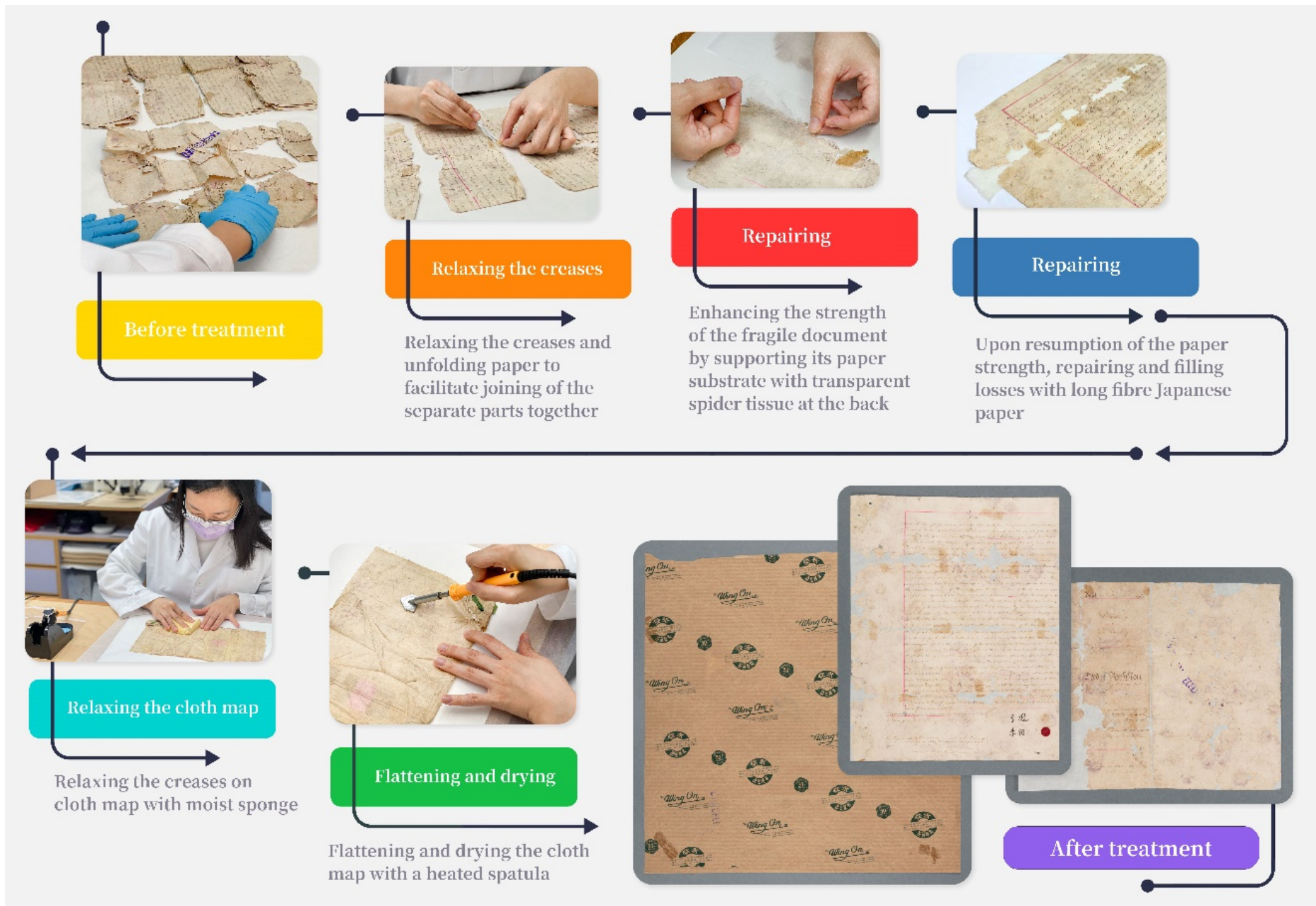


Figure 2: Treatment process for the Deed with map

As illustrated in Figure 2, our conservator meticulously collected the loose pieces, separated the stacked papers and re-arranged them to a whole piece. Mould stains and dust were cleaned with a chemical sponge and a soft brush. Aged adhesive tapes were removed by a heated spatula and a pair of forceps. Due to inferior quality of the paper substrate, the documents turned out to be very delicate and friable. Water could help relax the paper fibre and release creases, yet it would weaken the paper fibre at the same time. As a result, limited moisture was applied to achieve the specific purpose in the course of treatment. Once the paper was completely relaxed and flattened, ultra-thin spider tissue⁴ was glued to its back to provide additional support given the weakness of the original paper substrate. The documents were repaired by Japanese papers with similar thickness to the documents and the cloth map was



The documents were kept in a translucent flat polyester enclosure

flattened with the aid of a heated spatula, moist sponge and weight. Finally, the original appearance of the documents could be revealed to the readers, and they were stabilised for safe handling. We housed the documents in a translucent flat polyester enclosure for long-term storage, instead of resuming back to a package form. This treatment required sophisticated skill sets, rich work experience, resourceful knowledge as well as courage.

Reviving the Historical Value of Records

In the past years, our conservators and practitioners wiped dust off to disclose the hidden ink on documents, re-assembled the loose and scattered fragments to reveal fullness of the precious pieces as well as maintained archival records in good shape. Looking forward, our team will strive to devote more effort and new resources to salvage our documentary heritage and continue to preserve a wealth of this unique knowledge asset to pass it on to other generations. Without doubt, if the documents are prudently used and stored, less interventive treatments would be needed. We hope that the awareness of preserving documentary heritage would be further promoted.

As a matter of fact, the documentary heritage provides a window into the past for us to learn from. Preserving and providing access to documentary heritage forms an essential part of humanity's collective memory and supports us to build a more impartial, diversified and sustainable future. And with your continuous support to GRS' work, we would go from strength to strength.

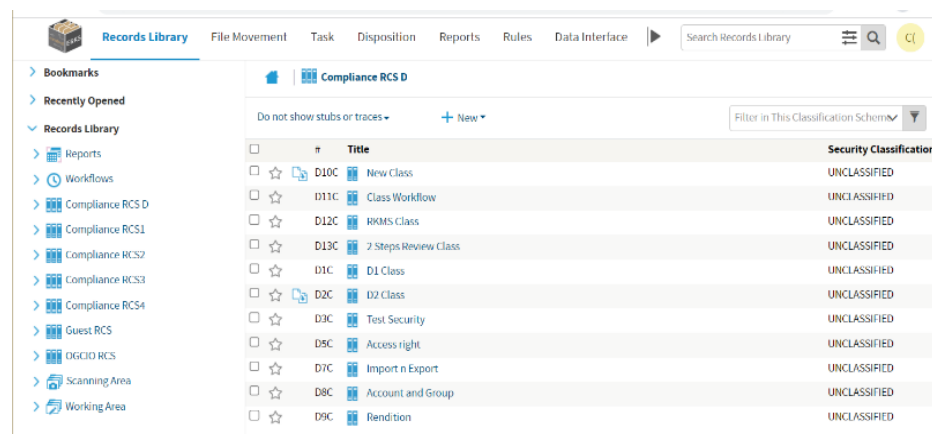
⁴ It is an acid-free tissue paper made of Abaca Hemp. With the weight of only 9gsm, it is suitable for wet localised or full manuscript repairs, making the repairs barely detectable.

Central Electronic Recordkeeping System Implementation Kicks Off

As announced in the Chief Executive's 2019 Policy Address Supplement, the Government planned to roll out the Electronic Recordkeeping System (ERKS) to all government bureaux and departments (B/Ds) by end-2025. As compared with a paper-based recordkeeping system, ERKS could enable users to perform multiple records management activities like capturing of, classification of, access to and disposal of records in a consistent and controlled way to facilitate daily operation as well as help reduce the risk of unauthorised destruction or inadvertent loss of records. Users could also access the same file simultaneously which is more efficient than the existing practice of circulating paper files. Building on the experience gained from the 11 B/Ds⁵ under the ERKS pilot programme, a new central system – Central ERKS is being developed to effectively support B/Ds' daily management of records. It will be built on the Government's private cloud platform within government data centres, with all records centrally managed and fully encrypted in a secure and controlled environment. The development of such common e-government service and its implementation in some 75 B/Ds will help achieve savings in the purchase of software system and avoid the system integration work individually by B/Ds themselves.

Compliance Check on the Central ERKS

Through a tender exercise, the contract for design, supply, implementation and maintenance of the Central ERKS was awarded in May 2022. Subsequently, the Electronic Information Management (EIM) Programme Management Office (PMO), consisting of representatives from GRS, the Office of the Government Chief Information Officer and the Efficiency Office, has been working diligently with the contractor on the development and customisation of the Central ERKS. In addition, the contractor has been demonstrating the functions of the Central ERKS during the compliance check conducted by GRS on its capabilities and performance with a view to ensuring that the Central ERKS adopted by B/Ds meets the functional requirements and recordkeeping metadata standards of an ERKS as promulgated by GRS. The key checkpoints of the Central ERKS included the records management functions required in the records' entire life cycle, such as record creation, capture, classification, re-classification, search, retrieval and disposal, etc., to ensure the authenticity, integrity, reliability and usability of records managed by the system.



#	Title	Security Classification
D10C	New Class	UNCLASSIFIED
D11C	Class Workflow	UNCLASSIFIED
D12C	IKMS Class	UNCLASSIFIED
D13C	2 Steps Review Class	UNCLASSIFIED
D1C	D1 Class	UNCLASSIFIED
D2C	D2 Class	UNCLASSIFIED
D3C	Test Security	UNCLASSIFIED
D5C	Access right	UNCLASSIFIED
D7C	Import n Export	UNCLASSIFIED
D8C	Account and Group	UNCLASSIFIED
D9C	Redundancy	UNCLASSIFIED

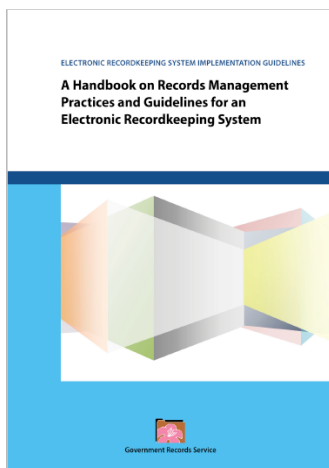
The functions of the Central ERKS were being demonstrated during the compliance check conducted by GRS

⁵ The 11 B/Ds that have piloted to develop their departmental ERKS are the Administration Wing, Architectural Services Department, Civil Engineering and Development Department, the former Communications and Creative Industries Branch of the Commerce and Economic Development Bureau, Drainage Services Department, Efficiency Office, GRS, Intellectual Property Department, Marine Department, Office of the Government Chief Information Officer, and Rating and Valuation Department.

Kick-off Meetings with B/Ds

In 2022, the EIM PMO together with the contractor conducted kick-off meetings with nine B/Ds to brief and discuss with B/Ds' dedicated multi-disciplinary project teams on the project preparatory tasks, rollout tasks, high-level work schedule, implementation details and training arrangement, etc. For each of these B/Ds, one project team, comprising records management staff, IT staff and business representatives, together with three sub-teams, including Records Management Team, Technical Team and Change Management Team, were formed to initiate planning work for the implementation of the Central ERKS. With EIM PMO's guidance, the contractor provided a full set of configuration templates, e.g. Records Classification Scheme (RCS), Records Retention and Disposal Schedules, User Group and User Account Templates, etc., and delivered in-depth briefing sessions on configuration templates for B/Ds to facilitate implementation.

Departmental Records Management Practices and Guidelines for an ERKS



A Handbook on Records Management Practices and Guidelines for an Electronic Recordkeeping System

While the prevailing records management principles and mandatory requirements are applicable to the management of both electronic and non-electronic records, it is important for B/Ds to develop their departmental handbooks on records management practices and guidelines to provide guidance to their records management staff and records users on how to perform records management functions and activities under an ERKS environment. The guidelines should cover the topics on

(1) roles and responsibilities for using and managing an ERKS, (2) classification of administrative and programme records, (3) records capturing rules and practices, (4) digitisation of paper records, (5) naming conventions of records, (6) implementation of security and access control, and (7) scheduling and disposal of records, etc.

Briefings on ERKS Implementation

To help B/Ds tackle challenges in the Central ERKS preparatory work and underpin the operation of the Central ERKS, GRS organised 76 briefings for over 2 800 participants from around 40 B/Ds (including 70 smaller scale briefings hosted by B/Ds with GRS' assistance) in 2022. These covered the key concepts of ERKS implementation, review of RCS, and in particular, tips on development of records management practices and guidelines for an ERKS.



A briefing on ERKS implementation conducted by GRS

Compliance Monitoring of and Continuous Improvements to the Management of Government Records

Records are valuable resources of the Government to support evidence-based decision making, meet operational and regulatory requirements, and are essential for an open and accountable government. It is therefore incumbent upon Heads of B/Ds to take their unique business and records management needs into account, and accord appropriate priority and resources to establish a proper departmental records management regime. To facilitate B/Ds to achieve this target, GRS, apart from providing guidelines and training, will also monitor their compliance and stands ready to give recommendations on refining their records management system, where appropriate and necessary.

GRS adopts a two-pronged approach to review B/Ds' records management practices, which comprises two components namely the (a) self-assessment by B/Ds and (b) departmental records management reviews (DRMRs) conducted by GRS. The self-assessment exercises provide an opportunity for B/Ds to reflect on their compliance with the mandatory requirements and adoption of other practices which GRS has advocated in its circulars and publications. Based on B/Ds' self-assessments, GRS will have a better grip on how B/Ds are doing, facilitating GRS to refine its records management strategies and identify potential problem areas that GRS should look into in future reviews.

Self-assessments and Departmental Records Management Reviews

In September 2022, GRS launched a 3-year self-assessment survey covering the period from January 2019 to December 2021. Upon receiving the completed surveys from all B/Ds, GRS will analyse the information collected, give recommendations to B/Ds as appropriate and make an assessment on how the Government is doing generally in respect of records management. To ensure that GRS' recommendations are suitably attended to and put in place, GRS will monitor the progress of B/Ds' follow-up actions until all recommendations are implemented.

In addition, GRS has been conducting DRMRs for individual B/Ds to complement the self-assessments since 2012. These comprehensive and in-depth reviews cover all important aspects of records management practices of the B/Ds concerned, and GRS' observations and recommendations would be conveyed to the senior management of the B/Ds concerned who would keep GRS informed of the progress on the follow-up actions required. In 2022, GRS has been conducting two DRMRs on the University Grants Committee Secretariat and Agriculture, Fisheries and Conservation Department respectively. As regards the four DRMRs commenced



DRMR was being conducted in a B/D

between mid-2020 and 2021 on the Education Bureau (EDB), Fire Services Department, Radio Television Hong Kong and Civil Aid Service (in the order of inspection), GRS completed the inspection and analysis on EDB and was concluding the reviews with the other three B/Ds concerned. Some of the recommended improvement measures for EDB are highlighted below –

Improvement measures recommended for EDB

- make sure that business rules are established to cover all business functions/activities which are sufficiently detailed so as to provide staff members with a clear and consistent understanding of what government functions, policies, procedures, decisions and transactions should be documented, and review the established business rules at least once every two years, as well as re-circulate the business rules to all staff concerned at least once every six months;
- ensure the establishment of records classification schemes for covering all programme records and review the records classification schemes at least once every two to three years;
- having regard to the operational setting, use Bar-coding File Management System, file movement cards (GF448) or other effective means to register the file movements and conduct regular stocktaking exercises to ascertain the locations of records and to prevent loss or missing of records;
- conduct random checks regularly on records inventories to make sure that they are accurate and up-to-date and report any suspected loss/loss of records to GRS within two weeks upon the discovery in the future;
- ensure the draft records retention and disposal schedules for all new series of programme records are forwarded to GRS within a period of two years and review the approved records retention and disposal schedules at least once every five years; and
- designate appropriate officers to take charge of reviewing the time-expired records and carry out the records disposal to ensure that all such records will be reviewed promptly and at least once every two years.



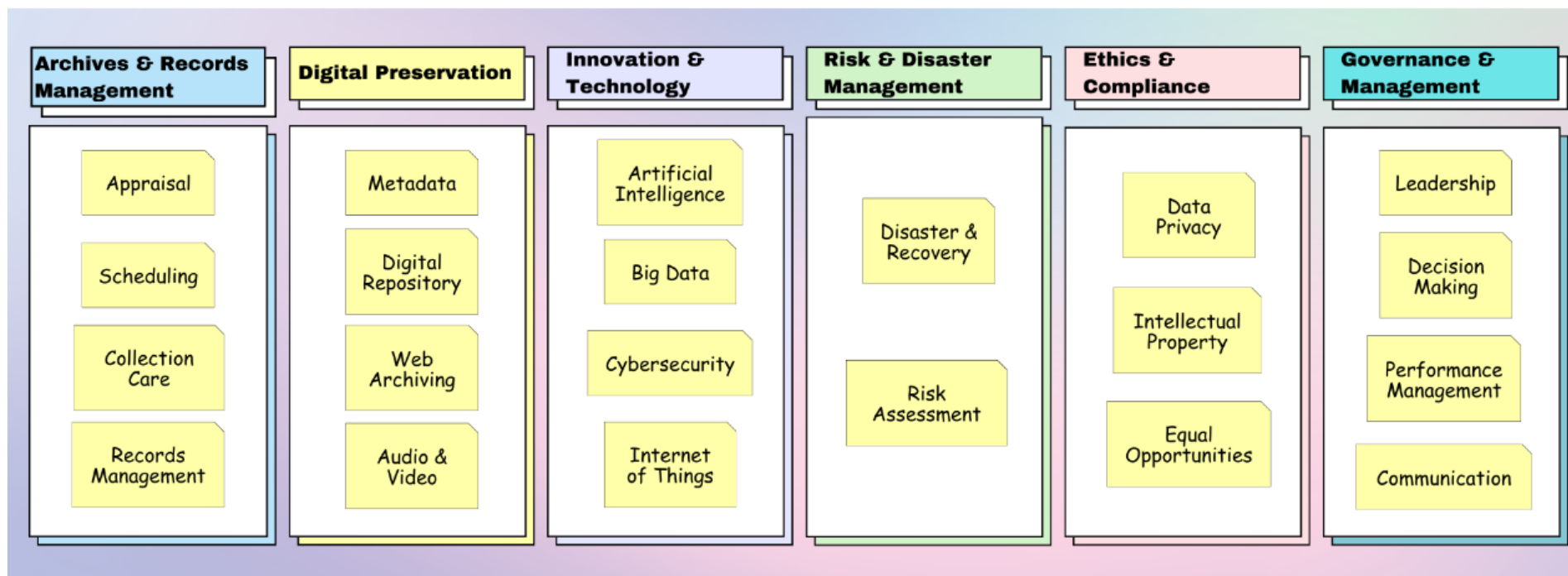
Our Vision, Our Action

To be the leading, most insightful and resourceful public archives in Hong Kong that excels in preserving and promoting the documentary heritage of our city in the digital era.

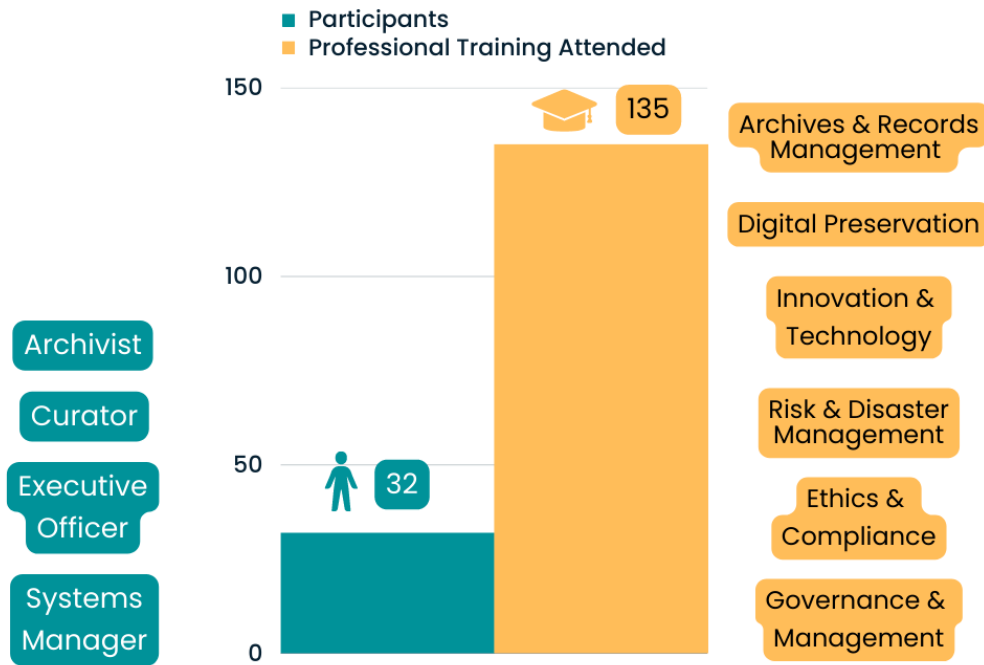
GRS has the vision to be a leading and insightful archives in Hong Kong and keeps itself constantly aware of new trends in the archival sector. We are therefore committed to supporting GRS officers in pursuing their professional development to enhance their skills and knowledge necessary for addressing new challenges as well as to establish closer connection with our counterparts.

Training and Development

In 2022, we joined training and development programmes organised by the Civil Service College and overseas professional institutions, etc. focussing on the following areas:




No. of Participants / Professional Training Attended



Recognition

- ✧ 1 Senior Assistant Archivist passed the certification examination and qualified as Certified Archivist by the Academy of Certified Archivists in 2022.
- ✧ 11 officers from the Archivist, Curator and Analyst / Programmer Grades completed the required training courses, passed a comprehensive examination and qualified as Digital Archives Specialists by the Society of American Archivists in 2022.

Total No. of Certified Archivists & Digital Archives Specialists		2022
Certified Archivists		3
Digital Archives Specialists		12
 Qualification obtained before 2022	 Qualification obtained in 2022	

Part II

Year at a Glance

50 ARCHIVES
Years
檔案存珍 50 年



引言 Introduction

檔案是日常進行各類事務和活動的記錄，也是重現歷史原貌的重要資料之一。政府檔案處歷史檔案館成立於 1972 年，一直致力於搜集並保存記錄香港各方面發展的珍貴檔案和歷史文獻。至今已半世紀，所收藏的歷史檔案來自政府決策局、政府部門、個人或團體，並以多種媒體和格式貯存，累計逾 170 萬項，而且數量正在持續增長。

不同年代的香港，展現各具特色的社會面貌。隨著社會、經濟、科技、文化與建設的發展，生活模式和城市景觀儘管有變，但留下的故事卻令人回味不已。今年適逢歷史檔案館成立五十周年誌慶，歷史檔案館舉辦全權展覽，圍繞「食」、「住」、「行」、「樂」四個主題，挑選與大眾日常生活息息相關的五十個項目，展示相關館藏，並講述其源流和特色，以拼湊出猶如萬花筒般的香港社會風貌，讓大家回顧香港的歷史變遷。

展覽廳內展示了其中十個精選項目，若想欣賞全部五十個項目，請瀏覽我們設立的網上專題展覽。

Records not only document various affairs and activities in daily life, but also constitute pieces of information that are crucial to recreating history. Established in 1972, the Public Records Office (PRO) of the Government Records Service (GRS) has been committed to acquiring and preserving valuable records and documentary heritage on all aspects of Hong Kong's development. Half a century on, more than 1.7 million archival records in various media and formats have been accumulated thus far from government bureaux and departments, individuals and organisations, and the number is still growing.

Hong Kong displays its uniqueness in different eras. Despite changes in lifestyles and urban scenes along with development of the community, economy, technology, culture and construction, the stories left behind are always captivating. To mark the Golden Jubilee (50th Anniversary) of the PRO this year, an "Recreation" is held, with a selection of relevant holdings and brief descriptions of their origins and characteristics, to showcase the kaleidoscopic facets of Hong Kong's society. This exhibition will take you through the historical development of Hong Kong.

While a selection of 10 themes and the associated holdings are displayed at the Exhibition Hall, the audience can explore all the 50 themes at our online thematic exhibition.



Performance Pledges in 2022

60

Achievement: 100%
Target: 95%

Minutes

To make archival records available to users in the Search Room within 60 minutes.

30

Achievement: 100%
Target: 95%

Minutes

To make library items available to users in the Search Room within 30 minutes.

3

Achievement: 100%
Target: 95%

Working Days

To make records stored in Records Centre available to B/Ds within three working days.

4

Achievement: 100%
Target: 95%

Working Days

To process within four working days an application for permission to use the holdings of GRS for publication or production, where the copyright of the holdings rests with the Government.

4

Achievement: 100%
Target: 95%

Working Days

To process an application for group visit to Public Records Office (PRO) within four working days.

3

Achievement: 100%
Target: 95%

Working Days

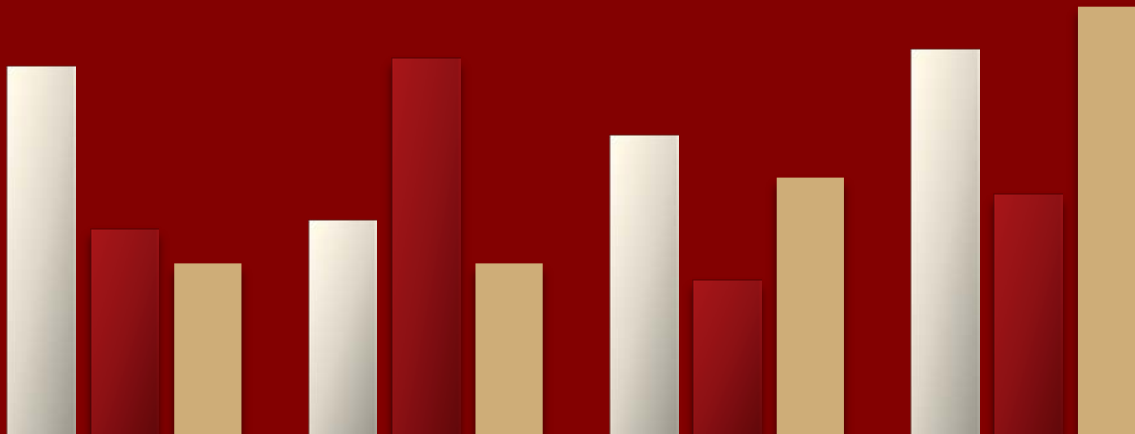
To determine and advise on matters relating to microfilming requests within three working days.

98

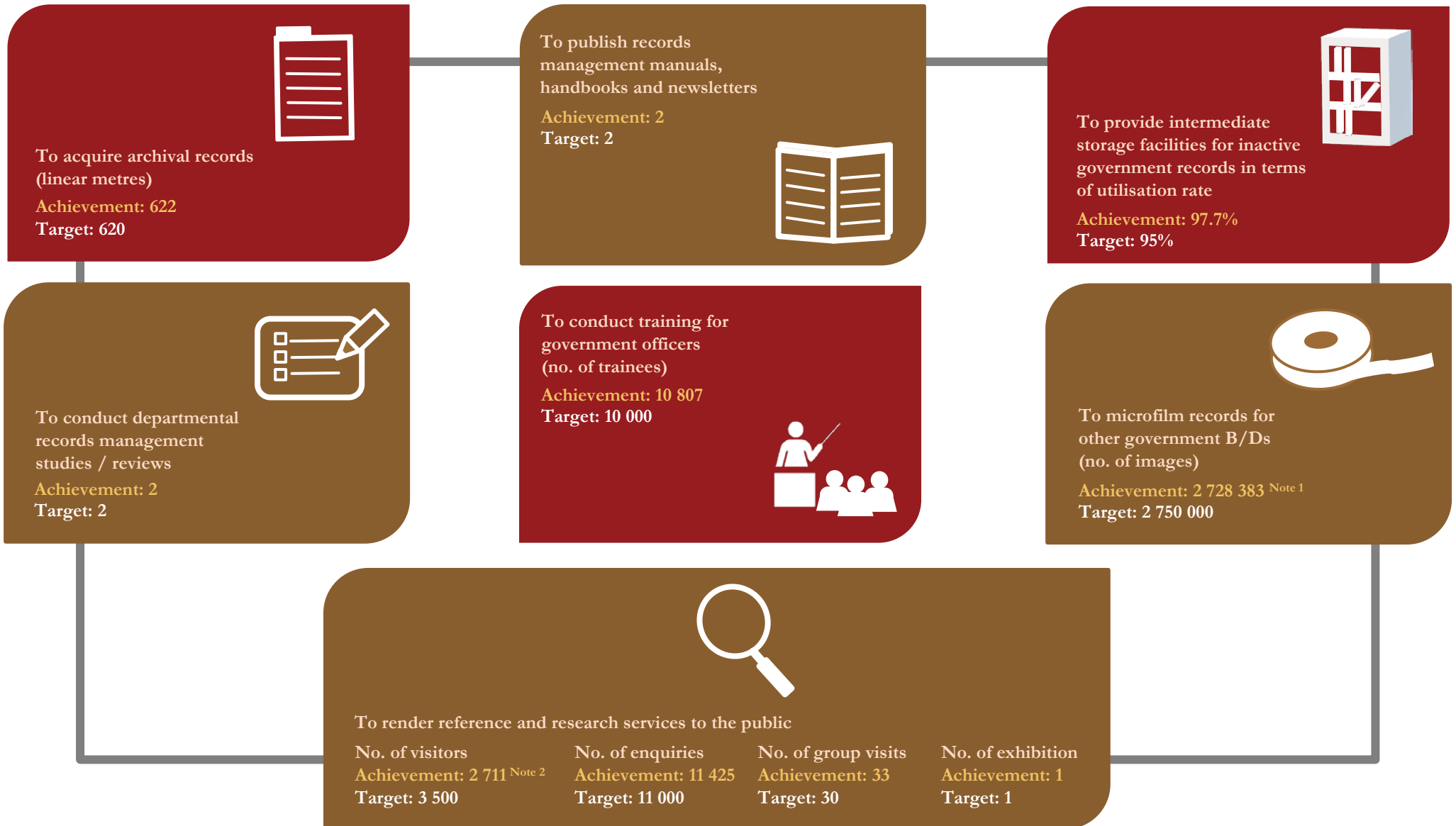
Achievement: 100%
Target: 98%

Percent

To achieve an acceptance rate of 98% for Government Microfilm Centre's products.



Performance Indicators in 2022



Note 1: Due to the COVID-19 pandemic and the consequential special work arrangements, the number of images microfilmed in 2022 was lower than the target.

Note 2: Due to the COVID-19 pandemic and the consequential adjustment of the Search Room and public programme services of PRO, the number of visitors in 2022 was lower than the target.

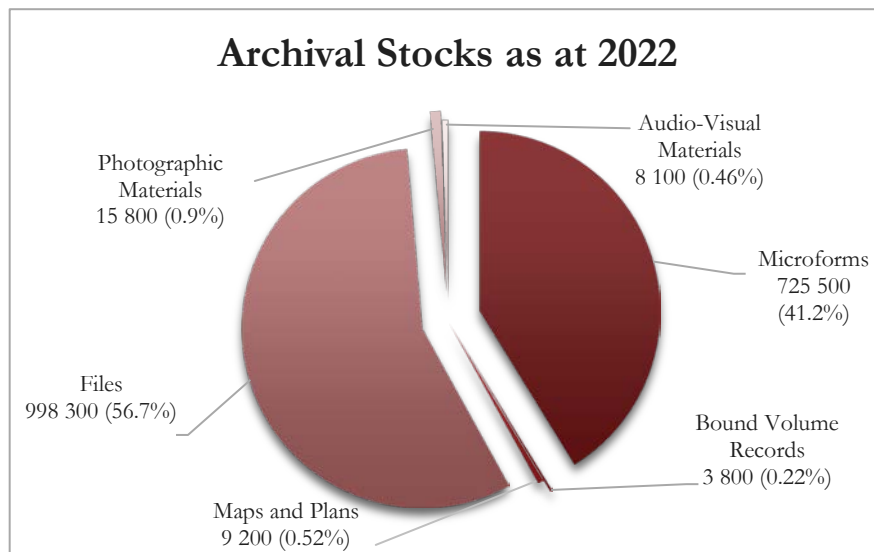
Key Statistics

Archives Management

Archival Stocks

PRO has 2 733 Hong Kong Record Series and 243 Hong Kong Manuscript Series. They were transferred from government B/Ds, offices or agencies, public organisations, private institutions and individuals, and accessioned by PRO, adding up to about 23 715 linear metres (1 760 700 nos.). The breakdown is as follows:

- Approximately 23 359 linear metres of government archives from over 100 different government B/Ds, offices or agencies; and
- About 356 linear metres of non-government records of public organisations, private institutions and individuals associated with the history and development of Hong Kong.



New Addition to GRS' Collections

In 2022, about 622 linear metres (30 221 nos.) of records were appraised as having archival value and transferred to GRS for permanent retention. Some notable series include:

- Files relating to consular and protocol matters from the Chief Secretary for Administration's Office
- Files relating to manpower surveys from the Census and Statistics Department
- Files relating to planning and development of the Northwest New Territories from the Civil Engineering and Development Department
- Files relating to sewerage improvement from the Environmental Protection Department
- Files relating to site utilisation, development and planning for government use from the Government Property Agency
- Files relating to land acquisition of the Kowloon Walled City from the Lands Department
- Files relating to container port development from the Marine Department
- Files relating to collaborations between the government and social organisations from the Social Welfare Department

Records Open to Public Access

Access to archival records kept by GRS is managed through the Public Records (Access) Rules 1996. In general, the public are allowed access to archival records which have been in existence for not less than 30 years or the contents of which have at any time been published or wholly disclosed to the public. Where a transferring B/D has reviewed that a record which has been over 30 years old but should not be opened for access due to its sensitivity in the interim, it is required to review the record again every five years until the record is eventually opened. In 2022, 22 978 archival records were newly opened for public access.

Central Preservation Library for Government Publications

Central Preservation Library contains selected government publications, reports and printed materials on Hong Kong to preserve local documentary heritage. Its holdings date back to as early as the 1840s. They are held in different formats ranging from files, bound volumes, photographs, posters, maps and plans to films. Many of them have been digitised for convenient access in our Online Catalogue @PRO. As at 31 December 2022, 47 668 publications have been preserved in our Central Preservation Library.

Access Requests

In 2022, there were 2 824 access requests for open records and 103 access requests for closed records. The results are tabulated below:

Nature of Requests	Number of Requests	Access Granted in Full	Access Granted in Part	Access Denied	Directed to Use B/Ds' Service	Withdrawn by Applicant
Open Records	2 824	2 824 (100%)	N/A	N/A	N/A	N/A
Closed Records	103	68 (66%)	25 (24.3%)	1 (1%)	2 ^{Note} (1.9%)	7 (6.8%)

Note: The applicant was directed to use the existing charged service of the B/D concerned to obtain the information.

Educational Resources Portal

To provide convenient access to our records, GRS has prepared different kinds of online resources, including dozens of online exhibitions and digital photo albums, 59 Topical Guides, various thematic web pages, etc. In 2022, two new Topical Guides, entitled “Home Ownership Scheme (1970s - 1990s)” and “The University of Hong Kong”, have been added to the Educational Resources Portal to assist users in searching relevant PRO holdings on specific topics. Besides, four new digital photo albums, namely “Kowloon-Canton Railway Section between Mong Kok and Sha Tin in 1984”, “Cheung Chau Bun Festival in 1990”, “Scenes of Hong Kong” and “Sham Shui Po in the 1980s”, were uploaded to GRS' website.

Preservation and Conservation

Conservation Treatments

The number of archival and library items subjected to conservation treatments in 2022 was 80 816 sheets of document from 1 753 files and 4 volumes of books. In the year, GRS put together a team of practitioners to carry out those treatments in the hope of providing ample supply of conserved documents for digitisation without delay. Most of them underwent minor treatments to revive their integrity and clarity prior to image capturing. However, some of them suffered from severe damages and losses, hence required major structural restorations like re-binding the books and providing additional support to the oversized documents. In 2022, the following items were preserved and conserved:



88 664 frames of image were microfilmed



2 550 items of archival records were assessed



6 030 items of general and classified records were inspected



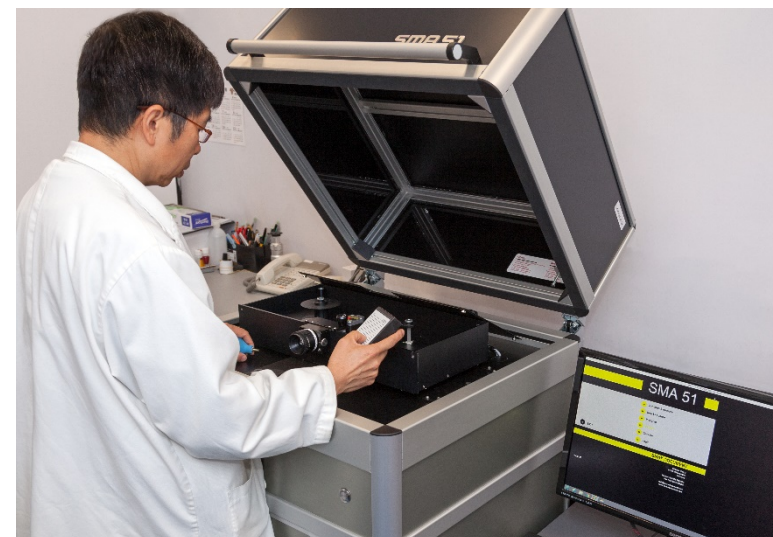
52.18 linear metres of archives with risk of pest infestation were fumigated



80 816 sheets of document and **4** volumes of books were conserved

Mass Digitisation Project

In this technological era, there was a great demand for digital formats of our records in view of their wider and better circulation on electronic platform for easier public access. GRS is dedicated to upholding a steady digital output of our archival holdings. In 2022, GRS produced 435 863 digital images from digitising selected archival items, scanning microfilm collection items, oversized maps and architectural plans, which were comparable to the figures of last year, and brought the total number of our digital images to over 3.6 million.



Management of Government Records

Records Scheduling and Disposal

Establishment of Disposal Authorities

As at 31 December 2022, the accumulative number of Disposal Authorities (DAs) established by B/Ds is around 14 100. The decrease when compared to the figure as at 31 December 2021 (i.e. 14 200) was mainly due to the obsolete DAs and the consolidation of overlapping/unnecessarily proliferated DAs during the DA Review Exercise in 2022.

Authorisation of Destruction of Records

In 2022, GRS approved the destruction of around 60 400 linear metres of records. Of these records, many are of routine nature, e.g. arrival and departure cards and case files relating to immigration matters which contained personal data, computer printouts relating to tax returns, reports of tax-related systems, air, land and sea import and export manifests, etc. All these records were confirmed to have no archival value and have met the relevant retention and disposal requirements, as well as those requirements set out in the governing legislation and regulations.

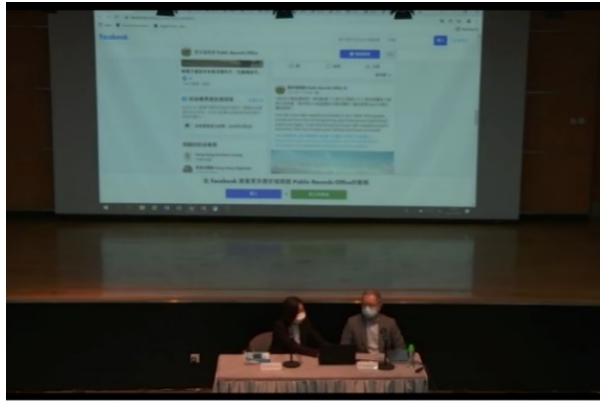
Training and Consultancy

GRS is responsible for providing consultancy services in supporting B/Ds on issues and solutions relating to records management. Various kinds of training programmes are organised, including regular classes, topical seminars, briefings and workshops for records management personnel and general records users.

In 2022, GRS provided the following training services to government officers:

Training Events	No. of Participants
Training courses, seminars and briefings organised by GRS	4 258
Training courses, seminars and briefings organised by B/Ds with GRS' input	1 359
i Records Management Training (iRMT)	5 190
Total	10 807

Reaching Out

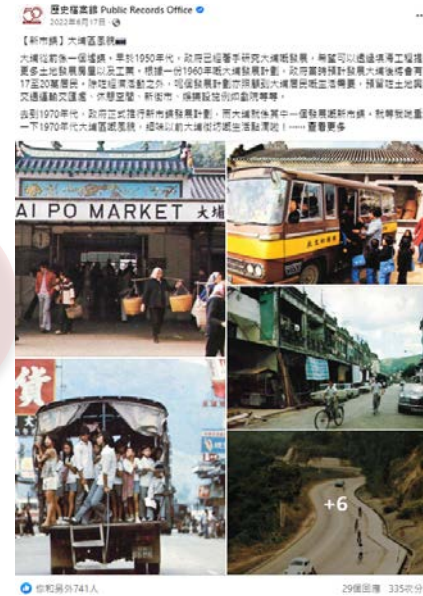


29 January

PRO staff delivered an online lecture with the title “Public Records Office’s Collections about Hong Kong under Japanese Occupation” through the YouTube Channel of the Hong Kong Museum of History. A total of 2 262 persons participated in the lecture.

17 June

PRO’s Facebook post relating to the development of Tai Po New Town issued on 17 June 2022 was well-received and reached over 140 000 persons. A total of 742 “Likes” and 335 “Share” were recorded.



18 July

Representatives from the Hongkong Land Corporate Archives visited GRS. We had an in-depth exchange with the representatives regarding archives management and public programmes. They were also given a tour of the facilities in HKPRB.



April and November

Online professional training course with the theme “Typhoons and Hong Kong Development in Archival Holdings” was organised with the Education Bureau for a total of 273 secondary school teachers to promote GRS’ resources as teaching reference. The training course was delivered through the online platform Hong Kong Education City.

Course ID	CD020221155																		
Course Title	Online Professional Training Course for teachers on Typhoons and the Development of Hong Kong in Archival Documents (New)																		
Organising Division	Curriculum Development Institute																		
First Issue Date and Time	2022-03-08 15:13																		
Latest Issue Date and Time	2022-03-23 10:18																		
Course Details	<table border="1"> <thead> <tr> <th>Year</th> <th>Code</th> <th>Date</th> <th>Time</th> <th>Mode of Delivery</th> <th>Value</th> <th>Capacity</th> <th>Participants</th> <th>No. of Participants</th> </tr> </thead> <tbody> <tr> <td>AA</td> <td>2022-03-07 (Sat) - 2022-04-22 (Fri)</td> <td>0.5</td> <td></td> <td>Online course on iHK@CE</td> <td>(Not applicable)</td> <td></td> <td></td> <td>150</td> </tr> </tbody> </table>	Year	Code	Date	Time	Mode of Delivery	Value	Capacity	Participants	No. of Participants	AA	2022-03-07 (Sat) - 2022-04-22 (Fri)	0.5		Online course on iHK@CE	(Not applicable)			150
Year	Code	Date	Time	Mode of Delivery	Value	Capacity	Participants	No. of Participants											
AA	2022-03-07 (Sat) - 2022-04-22 (Fri)	0.5		Online course on iHK@CE	(Not applicable)			150											
Participant Group	<p>Eligible Type: ALL Level: SECONDARY</p> <p>Subject: HISTORY AND CHINESE HISTORY Participant: COORDINATORS, DEPT. HEAD, PANEL HEADS, SCHOOL HEAD AND TEACHERS</p> <p>Remarks: Priority to History teachers. Other subject teachers are also welcome.</p> <p>In support of the implementation of the Junior and Senior Secondary History Curriculum, the Curriculum Development Institute (CDI), EDU and the Public Records Office (PRO) co-organize this online professional development course.</p> <p>This online course aims to deepen teachers' understanding about the scope and value of the PRO, and provide new inspirations to teachers about using archival materials in teaching the development of Hong Kong under the theme of "Typhoons and the Development of Hong Kong". Meanwhile, it also aims to develop teachers' skills in using archival resources and enhance the learning and teaching effectiveness on relevant topics.</p> <p>The professional development programme is an online course.</p> <p>Participating teachers shall refer to the website of the PRO and the relevant materials on the e-learning platform, and finish the questions on the platform on or before 22 April 2022. Teachers answered at least half of the questions correct could receive 3 hours in the CPD record.</p>																		
Background																			
Objective(s)																			
Programme Description																			



11 October

PRO staged the thematic exhibition “Archives 50 Years”. The exhibition showcased over 250 archival holdings on 50 themes closely related to people’s daily lives under four categories, namely “Food”, “Land and Housing”, “Transport” and “Recreation” and took visitors on a journey through Hong Kong’s historical development.

November 2022 to June 2023

PRO staged eight roving exhibitions in different branches of the Hong Kong Public Library in various districts, including the Hong Kong Central Library, Ping Shan Tin Shui Wai Public Library, Aberdeen Public Library, Lam Tin Public Library, Tuen Mun Public Library, etc.



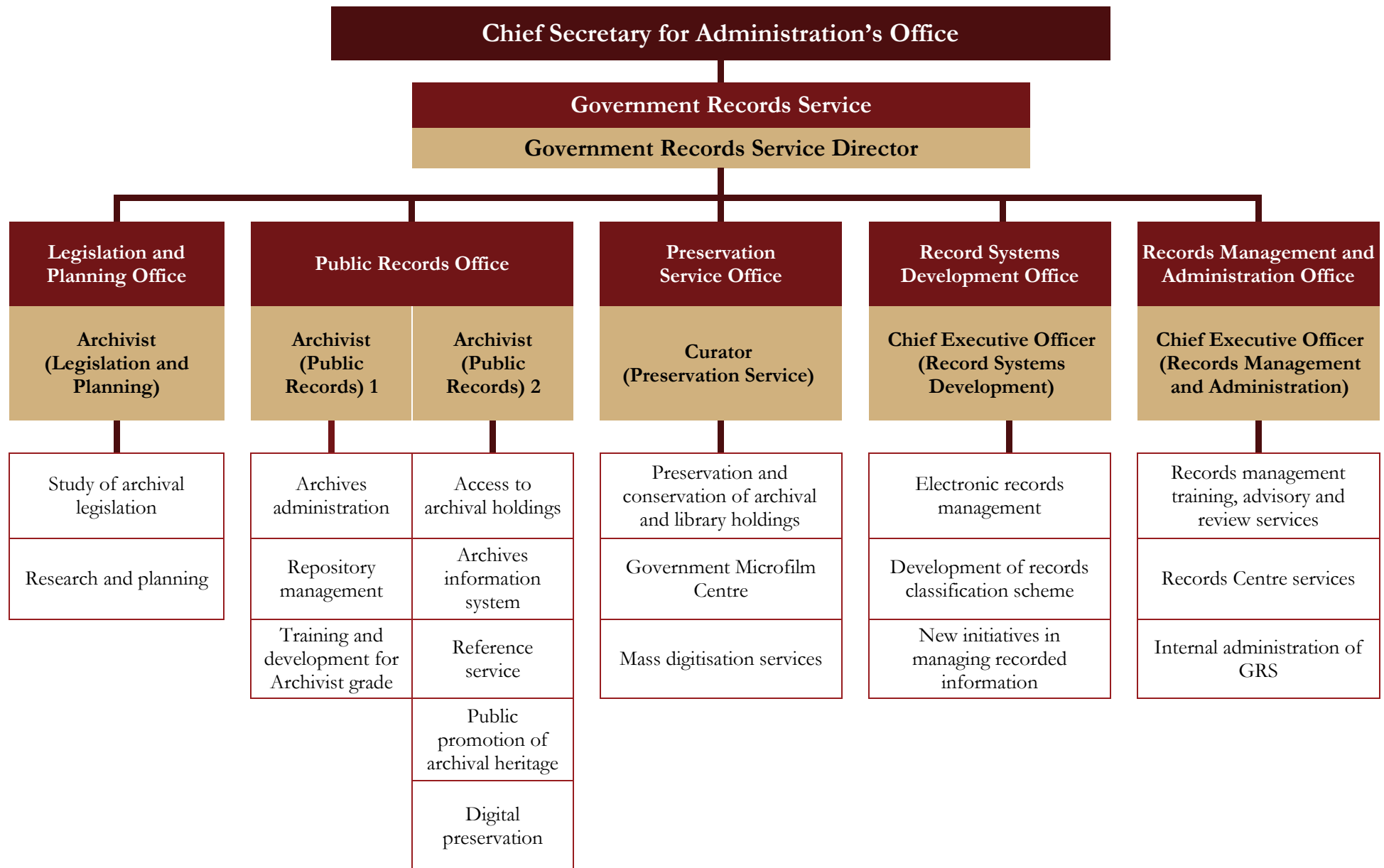
14 December

The Records Management Seminar for Public Organisations 2022 was held online. Almost 700 participants from 42 public organisations attended the webinar.

21 December

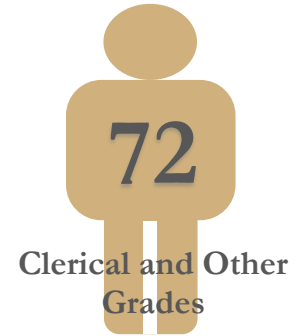
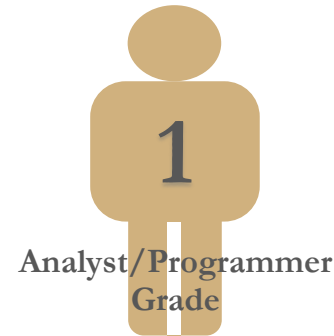
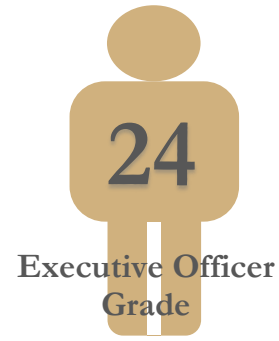
GRS representatives attended the online Executive Board Meeting of the East Asian Regional Branch of the International Council on Archives to discuss matters on leadership, programmes, projects and publicity of the organisation with counterparts in the region.

Our Organisational Structure



Our Staff

As at 31 December 2022, GRS has 128 staff members from different Civil Service grades, working together for the betterment of records and archives management in the Government.



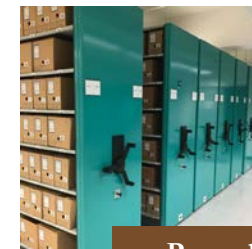
Our Facilities



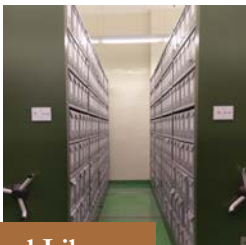
Exhibition Hall



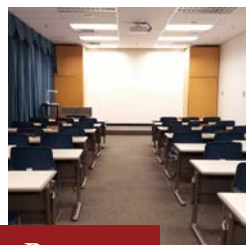
Preservation
Laboratory



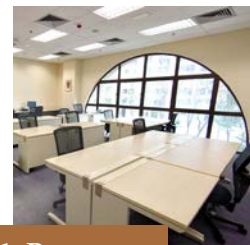
Records Centre



Archival and Library
Repositories



Lecture Room



Search Room



Government
Microfilm Centre

Environmental Report

Environmental Objectives and Green Measures

Go green

GRS is committed to ensuring that its operations are conducted, through the optimum use of resources and energy, in an environmentally conscious and responsible manner. “Go green!” is one of the core values of GRS and we are committed to be environmentally conscious through developing and promoting electronic records management in the Government and public organisations. In 2022, we continued to adopt the following measures to promote environmental awareness amongst staff, including:

- Affixing stickers adjacent to relevant facilities to remind staff of energy saving;
- Disseminating useful and practical “Green Tips” through e-mails on a regular basis to all staff to promote green habits; and
- Procuring environment-friendly products such as energy saving photocopiers and products with energy efficiency labels.

4R principle

GRS also promotes the adherence to the 4R principle - “Reduce, Reuse, Recycle and Replace” in the consumption of materials. Specifically, GRS has put in place the following measures to reduce paper consumption:

Promoting a paperless office:

- Encouraging staff to use electronic means, e.g. e-mail or e-Memo, for internal and external circulation and communication;
- Uploading internal information, such as circulars, administrative instructions, training and reference materials, guidelines, etc. onto the common drive to facilitate updating and retrieval online, and dispensing with the practice of keeping personal hard copies;
- Uploading the hyperlinks of our manuals, circulars and guidelines on records management onto the Government Intranet for easy accessibility by government officers to obviate the need to print out the publications; and
- Using ERKS to keep records electronically instead of in physical files.

Where the use of paper is unavoidable:

- Encouraging staff to minimise photocopying, use recycled paper instead of plain paper, use double-side printing and photocopying, and make the best use of the blank side of used paper;
- Reusing envelopes and file jackets; and
- Avoiding the use of fax cover sheets and using the blank side of used paper to print incoming fax messages.

GRS also acquires green stationery, such as refillable ball pens and items made of recycled materials, supplied by the Government Logistics Department.

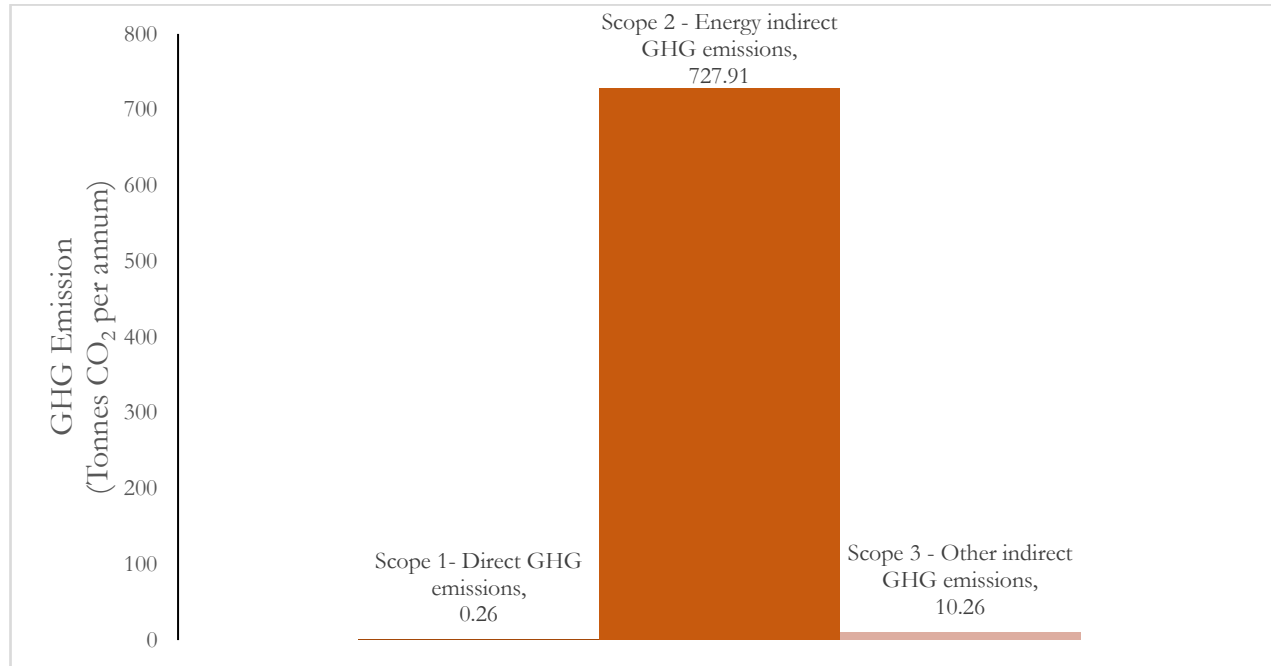
Other energy saving measures

As the building manager of HKPRB, GRS is committed to promoting environmental protection and energy conservation in our building. HKPRB at 13 Tsui Ping Road, Kwun Tong, Kowloon, was opened in 1997 as the first purpose-built archival facility in Hong Kong. It is constructed and equipped to meet international standards for the preservation of archival records. As half of our purpose-built building is used as archival repositories, which require round-the-clock air-conditioning to keep records in an environment with temperature lower than 24°C and relative humidity not higher than 65%, more than half of our energy consumption comes from the Mechanical Ventilation and Air-Conditioning (MVAC) system. While the continuous use of MVAC system is operationally necessary in HKPRB, GRS has identified and put in place the following offsetting energy saving measures:

- Closing the curtains during daytime to help lower room temperature;
- Encouraging staff to wear light clothes to reduce the use of air-conditioning in summer months;
- Unplugging or turning off electrical appliances or lights that are not in use and avoiding leaving the appliances in standby mode;
- Switching off office equipment completely during non-operating hours;
- De-lamping the areas with higher-than-required lighting level;
- Reducing lighting to the minimum required level for illumination;
- All the T8 fluorescent tubes have been replaced by T5 energy-saving fluorescent tubes;
- Switching off lights in corridors and lift lobbies on Saturdays, Sundays and public holidays;
- Switching off at least one of the lifts outside office hours;
- Encouraging staff to use the staircase instead of lifts;
- Installing automatic sensor faucet in toilets to reduce water consumption;
- Using energy efficient computers, LED lights, photocopiers, etc.;
- Separating light switches for different light zones;
- Installing occupancy sensors in areas not frequently used, e.g. rear staircase; and
- Maintaining air-conditioned room temperature at 25.5°C in office areas.

Energy-cum-carbon Management

A paper approach carbon audit exercise was conducted to assess the greenhouse gas (GHG) emissions (in terms of tonnes CO₂ per annum) of HKPRB in 2022. The audit results are as follows:



Scope 1 - Direct GHG emissions refer to emissions from the Generator

Scope 2 - Energy indirect GHG emissions refer to emissions from electricity purchased

Scope 3 - Other indirect GHG emissions refer to methane generation at landfill due to disposal of paper waste and emissions from electricity used for fresh water processing and sewage processing

The above diagram shows that the major carbon emission source in HKPRB is the energy indirect GHG emissions arising from consumption of electricity. The energy indirect GHG emissions (727.91) in 2022 has increased by 4.8% as compared to 694.26 in 2021. This was mainly attributed to the higher electricity consumption of some mechanical and electrical systems whose life expectancy was expiring. These systems are being replaced in phases, and GRS will strive to minimise the energy indirect GHG emissions from HKPRB in the coming years.

Way Forward

GRS will make continuous effort in implementing green measures with a view to maximising energy saving.

Abbreviation

B/Ds	Government Bureaux / Departments
CNTA	City and New Territories Administration
DAs	Disposal Authorities
DRMRs	Departmental Records Management Reviews
EDB	Education Bureau
EIM	Electronic Information Management
ERKS	Electronic Recordkeeping System
GHG	Greenhouse Gas
GRS	Government Records Service
HKPRB	Hong Kong Public Records Building
iRMT	i Records Management Training
MVAC	Mechanical Ventilation and Air-Conditioning
PMO	Programme Management Office
PRO	Public Records Office
PVA	Polyvinyl Acetate
RCS	Records Classification Scheme

