



MEMO

From Government Records Service Director

Ref. (36) *in* GRS RSDO/260/8

Tel. No. 2195 7790

Fax No. 2463 5200

Date 27 September 2012

To Permanent Secretaries and
Heads of Departments

(**Attn.:** Departmental Records Managers)

Your Ref. *in*

dated **Fax No.**

Total pages 22

Vital Records Protection: Vital Records Schedule

Purpose

This memorandum promulgates a revised vital records schedule (VRS) for use by bureaux and departments (B/Ds) to document essential information of their vital records.

Background

2. Vital records are those records containing information essential to the continued and effective operation of an organisation during and after an emergency or a disaster. B/Ds should identify, select and protect their vital records to ensure uninterrupted operation of major business functions. In this regard, the Government Records Service (GRS) promulgated the *Manual on Vital Records Protection* (“Manual”) in 2000 to provide guidelines for B/Ds to establish and implement a vital records protection programme in their organisations.

3. With all B/Ds having drawn up an action plan to establish and implement a vital records protection programme in accordance with paragraph 24 of General Circular No. 2/2009 entitled “**Mandatory Records Management Requirements**”, B/Ds should now proceed to implement a vital records protection programme in their organisations including identification, selection and protection of vital records. In this connection, B/Ds should follow the good practices and procedures specified in the Manual to implement the vital records protection programme.

Revised Vital Records Schedule

4. The Manual includes a VRS proforma at Appendix D to guide B/Ds to record essential information such as the storage locations and protection methods of

vital records to support B/Ds to locate, protect and manage their vital records. In order to strengthen the management of vital records, we have reviewed and revised the VRS proforma so that it covers additional and other essential information on vital records, such as the services, business operations and functions that require the vital records during and/or after the occurrence of an emergency or a disaster. The purpose of the revision is to facilitate monitoring and review of identification, selection and protection of vital records at the departmental level.

5. We have also taken the opportunity to include in the revised VRS proforma essential information specific to vital records in electronic form given that more and more records are created and stored in electronic form. The revised VRS proforma with the explanatory notes is now attached at **Annex I** for replacing the existing VRS proforma at Appendix D to the Manual. A sample completed VRS is attached at **Annex II** for reference.

6. **With immediate effect, B/Ds should use the revised VRS proforma to document essential information on vital records.** For those VRSs that were drawn up prior to the promulgation of this memorandum, B/Ds should replace them with the revised VRSs as soon as possible, and in any event no later than the next review of these existing VRSs.

Practices and Procedures to Manage Vital Records Schedules

7. In light of its importance to support B/Ds to locate, protect and manage vital records, B/Ds should properly manage and protect VRSs. To supplement the advice set out in the Manual, B/Ds should adopt the following good practices and procedures with immediate effect -

- (a) designate an officer(s) not below the rank of **Chief Executive Officer or equivalent** to endorse a duly completed VRS. Such authorisation should be documented in the VRS (i.e. Part VI of the revised VRS proforma);
- (b) designate the **Departmental Records Manager (DRM)** to co-ordinate with various concerned parties to draw up VRSs and maintain a master list of all VRSs. A sample of the master list of VRSs is provided at Appendix E to the Manual. This has also been updated to tie in with the updated VRS proforma. The updated sample master list of VRSs for replacing the existing one is provided at **Annex III**. It is recommended that DRMs should also keep a duplicate set of all VRSs of their B/Ds;

- (c) review VRSs regularly, say every two to three years and as and when necessary, to meet changing business needs of B/Ds and revise them as appropriate. Revisions made to a VRS should be properly endorsed; and
- (d) properly protect and store VRSs to ensure their availability during and/or after the occurrence of an emergency or a disaster.

Enquiries

8. The revised VRS proforma and revised sample master list of VRSs at **Annexes I and III** should replace and supersede Appendices D and E to the Manual until the Manual is updated as a whole. In case of doubt, B/Ds should seek advice from GRS.

9. Soft copies of the revised VRS proforma (in both fillable PDF format and Microsoft Word format) and Annexes II and III (in Microsoft Word format) are accessible at the Central Cyber Government Office (<http://grs.host.ccgo.hksarg/pub6.htm>).

10. Should you have any enquiries on this memorandum, please contact Senior Executive Officer (Record Systems Development) 1 at 2195 7750.

(Miss Ruby AU)
for Government Records Service Director

Encl.

Vital Records Schedule (VRS)

(Please read the explanatory notes at the end before completing this Schedule)

I. Bureau/Department

1. Bureau/Department:
2. Branch/Division/Section:

II. Essential information on vital records

3. Vital records series title:	4. Date range:
5. Security classification of the vital records (<i>Select all that apply</i>): <input type="checkbox"/> Unclassified <input type="checkbox"/> RESTRICTED (TENDER) <input type="checkbox"/> RESTRICTED (ADMIN) <input type="checkbox"/> RESTRICTED (CONTRACT) <input type="checkbox"/> RESTRICTED (APPOINTMENT) <input type="checkbox"/> CONFIDENTIAL <input type="checkbox"/> RESTRICTED (MEDICAL) <input type="checkbox"/> SECRET or above <input type="checkbox"/> RESTRICTED (STAFF)	
6. Form(s) of the vital records (<i>Select all that apply</i>): (i) <input type="checkbox"/> paper (ii) <input type="checkbox"/> microform (e.g. microfilm) (iii) <input type="checkbox"/> electronic (iv) <input type="checkbox"/> non-electronic other than (i) & (ii) (<i>Please specify:</i> _____)	
7. Existing quantity of the vital records (<i>Fill in all that apply</i>): _____ linear metres for paper records _____ megabytes/gigabytes/terabytes* for electronic records _____ items/ _____ * for other records	
8. Estimated annual growth rate of the vital records (%):	
9. Information system(s) which manages and stores the vital records (if applicable):	

* Please delete as appropriate.

II. Essential information on vital records (cont'd)

10. Storage media for storing off-line electronic vital records (<i>Select all that apply</i>): <input type="checkbox"/> hard disk <input type="checkbox"/> diskette <input type="checkbox"/> optical disk (including CD and DVD) <input type="checkbox"/> flash drive <input type="checkbox"/> magnetic tape <input type="checkbox"/> magneto-optical disk <input type="checkbox"/> others (<i>Please specify:</i> _____) <input type="checkbox"/> not applicable
11. Equipment required for retrieving and viewing the vital records (if applicable):
12. Storage location(s) of the vital records:
13. General condition of the vital records: <input type="checkbox"/> good <input type="checkbox"/> fair <input type="checkbox"/> poor <input type="checkbox"/> not applicable
14. Retention and disposal of the vital records: (a) disposal authority: (b) retention period: (c) disposal action:
15. Services/business operations/functions that require the vital records during and/or after the occurrence of an emergency or a disaster:
16. Implications/consequences if the vital records are seriously damaged or lost:
17. The vital records will be required: <input type="checkbox"/> immediately after the occurrence of _____ (a specific type of an emergency or a disaster) <input type="checkbox"/> _____ hours/days* after the occurrence of _____ (a specific type of an emergency or a disaster) <input type="checkbox"/> immediately/ _____ hours/days* after the occurrence of an emergency or a disaster in general <input type="checkbox"/> others (<i>Please specify:</i> _____)

II. Essential information on vital records (cont'd)

18. Potential hazard(s) to the vital records (*Select all that apply*):

- | | |
|-----------------------------------------------------------------|---------------------------------------------|
| <input type="checkbox"/> fire | <input type="checkbox"/> flooding/water |
| <input type="checkbox"/> insects and rodents | <input type="checkbox"/> security |
| <input type="checkbox"/> prolonged power failure | <input type="checkbox"/> computer failure |
| <input type="checkbox"/> IT network failure | <input type="checkbox"/> landslide/landslip |
| <input type="checkbox"/> tropical cyclone/storm surge | |
| <input type="checkbox"/> others (<i>Please specify:</i> _____) | |

19. Possibility of reconstructing/restoring the vital records in case of serious damage or loss:

- | | |
|------------------------------------------------------------|--------------------------------------------------------------------|
| <input type="checkbox"/> impossible | <input type="checkbox"/> reasonably easy and at an acceptable cost |
| <input type="checkbox"/> extremely difficult and/or costly | <input type="checkbox"/> very easy and inexpensive |

III. Protection of vital records

20. Protection method(s) (*Select all that apply*):

- ☐ duplication (*Go to item 21, then item 25*)
- ☐ dispersal (*Go to item 22, then item 25*)
- ☐ on-site protection (*Go to item 23, then item 25*)
- ☐ off-site storage (*Go to item 24, then item 25*)
- ☐ others (*Please specify:* _____) (*Go to item 25*)

21. Duplication of vital records:

(a) Form of duplicated vital records (*Select all that apply*):

- (i) ☐ paper
- (ii) ☐ microform (e.g. microfilm)
- (iii) ☐ electronic (including digitised version of vital records)
- (iv) ☐ non-electronic other than (i) and (ii) (*Please specify:* _____)

(b) Storage media for storing duplicated electronic vital records (*Select all that apply*):

- | | | |
|-----------------------------------------------------------------|----------------------------------------|--------------------------------------------------------------|
| <input type="checkbox"/> hard disk | <input type="checkbox"/> diskette | <input type="checkbox"/> optical disk (including CD and DVD) |
| <input type="checkbox"/> flash drive | <input type="checkbox"/> magnetic tape | <input type="checkbox"/> magneto-optical disk |
| <input type="checkbox"/> others (<i>Please specify:</i> _____) | | <input type="checkbox"/> not applicable |

(c) Storage location(s) of duplicated vital records:

(d) Frequency of duplication:

- | | | | |
|-----------------------------------------------------------------|-----------------------------------|----------------------------------|------------------------------------|
| <input type="checkbox"/> daily | <input type="checkbox"/> weekly | <input type="checkbox"/> monthly | <input type="checkbox"/> quarterly |
| <input type="checkbox"/> half-yearly | <input type="checkbox"/> annually | | |
| <input type="checkbox"/> others (<i>Please specify:</i> _____) | | | |

III. Protection of vital records (cont'd)

22. Dispersal of vital records:
(a) Form(s) of copies of the vital records which are stored in other locations away from the primary place of business <i>(Select all that apply)</i> :
(i) <input type="checkbox"/> paper
(ii) <input type="checkbox"/> microform (e.g. microfilm)
(iii) <input type="checkbox"/> electronic
(iv) <input type="checkbox"/> non-electronic other than (i) and (ii) <i>(Please specify: _____)</i>
(b) Storage media for storing copies of electronic vital records <i>(Select all that apply)</i> :
<input type="checkbox"/> hard disk <input type="checkbox"/> diskette <input type="checkbox"/> optical disk (including CD and DVD)
<input type="checkbox"/> flash drive <input type="checkbox"/> magnetic tape <input type="checkbox"/> magneto-optical disk
<input type="checkbox"/> others <i>(Please specify: _____)</i> <input type="checkbox"/> not applicable
(c) Storage location(s) of copies of vital records:
(d) Frequency of copying vital records:
<input type="checkbox"/> daily <input type="checkbox"/> weekly <input type="checkbox"/> monthly <input type="checkbox"/> quarterly
<input type="checkbox"/> half-yearly <input type="checkbox"/> annually
<input type="checkbox"/> others <i>(Please specify: _____)</i>
23. Enhancement/modification of building and building services facilities, enhancement of building maintenance and/or adoption of other technique/measures to safeguard vital records stored on-site (please provide a brief description):
24. Off-site storage location(s) of the vital records:
25. The protection method(s) selected in item 20:
<input type="checkbox"/> has already been adopted
<input type="checkbox"/> has been adopted except for _____ <i>(please specify)</i>
<input type="checkbox"/> will be adopted by _____ <i>(date)</i>
26. Remarks:

IV. Review of vital records schedule

27. Next review date of this vital records schedule:

V. Other useful information

[Note: B/Ds have the discretion to determine whether the following information should be provided.]

28. Person(s) to be contacted for retrieval and access to the vital records during and/or after an emergency or a disaster:

(a) Name:

(b) Post:

(c) Branch/Division/Section:

(d) Mobile telephone no.:

(e) E-mail address:

29. Related vital records series:

30. Related reference no. (e.g. Disposal Authority no.):

VI. Endorsement of vital records schedule

Completed by (<i>Note 1</i>):	Endorsed by (<i>Note 2</i>):
Name:	Name:
Post:	Post:
Branch/Division/Section:	Branch/Division/Section:
Signature:	Signature:
Date:	Date:

Note 1: An officer not below the rank of **Executive Officer II or equivalent** should be responsible for drawing up a VRS.

Note 2: B/Ds should designate an officer not below the rank of **Chief Executive Officer or equivalent** to endorse a VRS.

Vital Records Schedule Explanatory Notes

- (1) A vital records schedule has been developed for bureaux and departments (B/Ds) to document essential information on vital records. B/Ds may include other useful information in the vital records schedule if deemed necessary. For example, B/Ds may include subcategories of paper records such as contract documents, technical drawings, layout plans, etc. under item 6.

(2) **VRS unique identifier**

B/Ds should assign a unique identifier to each vital records schedule. The identifier should be centrally assigned and controlled to ensure that it is unique across the organisation. For example, the unique identifier may take the form -

VRS001-RSDO

where

- (a) “VRS” represents the vital records schedule;
- (b) “001” is a three-digit non-meaningful sequence number; and
- (c) “RSDO” denotes the branch/division/section that the vital records series belongs to.

(3) **Item 3 - Vital records series title**

A vital records series title should be concise and meaningful to briefly describe the type(s) of records and the functions or subject matters that the records deal with, e.g. “Departmental contingency plan for natural disasters” and “Emergency contact lists of the Rescue Co-ordination Centre”.

(4) **Item 4 - Date range**

The date range refers to the creation dates of the earliest and the latest records of a vital records series, e.g. 15 July 2000 - 20 July 2010. B/Ds may use “+” to indicate that the vital records series is still active and new records are added to the series from time to time, e.g. 24 July 2010+.

(5) Item 6 - Form(s) of vital records

Form(s) of vital records may include -

- (a) paper (e.g. contract documents, building plans and maps);
- (b) microform (e.g. microfilms and aperture cards);
- (c) electronic (e.g. text documents, spreadsheets and digital images); and/or
- (d) non-electronic other than paper and microform (e.g. audio cassette tapes).

(6) Item 7 - Existing quantity of vital records

B/Ds should adopt the following measurement units to work out the quantity of different forms of vital records -

- (a) paper records in linear metre¹; and
- (b) electronic records in megabyte/gigabyte/terabyte as appropriate.

For other non-electronic records, the unit of measurement may be different depending on the nature of the records. B/Ds may specify a standardised unit as appropriate.

(7) Item 8 - Estimated annual growth rate of vital records

The estimated annual growth rate of vital records (in terms of percentage) should be worked out by adopting the following formula -

$$\frac{\text{Estimated quantity of vital records to be created annually}}{\text{Total quantity of vital records as at a specified date}} \times 100\%$$

(8) Item 9 - Information system(s) which manages and stores vital records

Please provide the title and a brief description of the information system(s) which manages and stores electronic vital records. **This item does not apply to non-electronic records.**

¹ Linear metre (lm) is the unit of measurement of paper records. If records are stored vertically on shelves or in drawers, they should be measured along the horizontal axis. As a general reference, a 4-drawer filing cabinet can hold approximately 2 lm of records.

(9) Item 10 - Storage media for storing off-line electronic vital records

Please select the existing storage media of off-line electronic vital records. **This item does not apply to the following -**

- (a) non-electronic vital records;
- (b) electronic vital records which are managed and stored in information systems; and
- (c) backup copies of electronic vital records generated together with other electronic records in the course of day-to-day IT system management.

(10) Item 11 - Equipment required for retrieving and viewing vital records

Equipment, devices and/or software applications required to enable users to retrieve, view and use vital records, particularly for vital records in electronic form or in microforms. **B/Ds should ensure that those equipment, device and/or software applications are readily available in the event of an emergency or a disaster.**

(11) Item 12 - Storage location(s) of vital records

It refers to the exact storage location(s) of vital records. As a good practice, B/Ds should specify the room/floor/name of building/address of the building. B/Ds may also specify the cabinet, shelf, safe, etc. in which non-electronic vital records and storage media for storing off-line electronic vital records are stored. For electronic records stored in an information system(s), B/Ds should specify the location(s) of the computer server(s) used for storage of the records.

(12) Item 13 - General condition of vital records

(a) Non-electronic vital records

B/Ds should assess the general condition of vital records to examine whether they are complete, understandable and usable. They should be kept clean and secure and properly protected against water and fire hazards.

(b) **Electronic vital records**

B/Ds should assess the general condition of -

(i) the storage media in which electronic vital records are stored; and

(ii) the file format of electronic vital records

to examine whether the electronic vital records are retrievable, accessible, complete, understandable and usable.

(13) Item 14 - Retention and disposal of vital records

(a) **Programme records**

Please document the approved Disposal Authority (DA) number in item 14(a), retention period in item 14(b) and disposal action in item 14(c) of the vital records concerned.

(b) **Administrative records**

Please document in item 14(a) the subject and records group of the vital records as shown in the General Administrative Records Disposal Schedules (GARDS) developed by GRS, e.g. “1-90 Emergency Planning - Others (1)” and the corresponding disposal remarks, e.g. “3 years” and “Destruction” in items 14(b) and (c) respectively.

(14) Item 15 - Services/business operations/functions that require vital records during and/or after the occurrence of an emergency or a disaster

Please describe the services, business operations and/or functions that require vital records during and/or after the occurrence of an emergency or a disaster. For example, the vital records are immediately required to support evacuation and rescue services for flood victims in the event of a serious flooding occurring in Lantau Island.

(15) Item 16 - Implications/consequences if vital records are seriously damaged or lost

Please list the possible negative implications/consequences in the event of serious damage to or loss of vital records. For example, the loss of vital records relating to rescue operation and emergency contact lists “will cause serious delay in providing evacuation and rescue services for flood victims and emergency treatment to casualties and their conveyance to hospitals”.

(16) Item 18 - Potential hazard(s) to vital records

B/Ds should conduct a risk assessment to assess the potential risks of vital records. Please refer to section 3.3 - Risk analysis/assessment in *Manual on Vital Records Protection* developed by GRS for details of the risk analysis/assessment.

(17) Item 19 - Possibility of reconstructing/restoring vital records in case of serious damage or loss

B/Ds should critically assess the possibility of reconstructing or restoring the vital records in the event of serious damage to or loss of vital records. This will help B/Ds determine the appropriate protection methods of the vital records.

(18) Item 20 - Protection method(s)

B/Ds should note that multiple protection methods can be adopted as appropriate to protect vital records. Please refer to *Manual on Vital Records Protection* for details of the protection methods. A brief description of the methods is provided below for easy reference.

(a) Duplication

This method produces extra copies of vital records when they are created, or through scheduled reproduction such as microfilming or scanning at regular intervals specifically for protection.

(b) **Dispersal**

This method produces extra copies of vital records when the records are created and store them in location(s) away from the organisation's primary place of business.

(c) **On-site protection**

This method improves and/or modifies accommodation and building services facilities such as building vaults and installation of fire resistant safes, or adopts other technique/ measures to protect vital records in the primary place of business.

(d) **Off-site storage**

This method keeps the original or duplicate copies of vital records in a place(s) away from the primary place of business. For example, a B/D keeps its vital records in three district offices away from its headquarters building in Wan Chai.

(19) Item 26 - Remarks

Other information about vital records and/or protection methods of the vital records may be recorded in this item if deemed necessary.

VRS unique identifier

VRS001-DivA

Sample Vital Records Schedule (VRS)

(Please read the explanatory notes at the end before completing this Schedule)

I. Bureau/Department

1. Bureau/Department: ABC Department
2. Branch/Division/Section: Division A

II. Essential information on vital records

3. Vital records series title: General building plans and layout plans of PQQ Government Offices	4. Date range: Feb 1997+
5. Security classification of the vital records (<i>Select all that apply</i>): <div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;"> <input checked="" type="checkbox"/> Unclassified <input type="checkbox"/> RESTRICTED (ADMIN) <input type="checkbox"/> RESTRICTED (APPOINTMENT) <input type="checkbox"/> RESTRICTED (MEDICAL) <input type="checkbox"/> RESTRICTED (STAFF) </div> <div style="width: 50%;"> <input type="checkbox"/> RESTRICTED (TENDER) <input type="checkbox"/> RESTRICTED (CONTRACT) <input type="checkbox"/> CONFIDENTIAL <input type="checkbox"/> SECRET or above </div> </div>	
6. Form(s) of the vital records (<i>Select all that apply</i>): (i) <input checked="" type="checkbox"/> paper (ii) <input type="checkbox"/> microform (e.g. microfilm) (iii) <input type="checkbox"/> electronic (iv) <input type="checkbox"/> non-electronic other than (i) & (ii) (<i>Please specify:</i> _____)	
7. Existing quantity of the vital records (<i>Fill in all that apply</i>): <div style="margin-bottom: 5px;"> 0.2 linear metres for paper records </div> <div style="margin-bottom: 5px;"> _____ megabytes/gigabytes/terabytes* for electronic records </div> <div style="margin-bottom: 5px;"> _____ items/ _____ * for other records </div>	
8. Estimated annual growth rate of the vital records (%): Less than 1%	
9. Information system(s) which manages and stores the vital records (if applicable): Not applicable	

* Please delete as appropriate.

II. Essential information on vital records (cont'd)

10. Storage media for storing off-line electronic vital records (<i>Select all that apply</i>): <input type="checkbox"/> hard disk <input type="checkbox"/> diskette <input type="checkbox"/> optical disk (including CD and DVD) <input type="checkbox"/> flash drive <input type="checkbox"/> magnetic tape <input type="checkbox"/> magneto-optical disk <input type="checkbox"/> others (<i>Please specify:</i> _____) <input checked="" type="checkbox"/> not applicable
11. Equipment required for retrieving and viewing the vital records (if applicable): Not applicable
12. Storage location(s) of the vital records: Cabinet 3, Room 401, 4/F, PQQ Government Offices, 13 Tsui Ping Road, Kwun Tong
13. General condition of the vital records: <input checked="" type="checkbox"/> good <input type="checkbox"/> fair <input type="checkbox"/> poor <input type="checkbox"/> not applicable
14. Retention and disposal of the vital records:
(a) disposal authority: 2-25 Accommodation - Fitting out and Repairs - Item Others (1)
(b) retention period: Retain until superseded or obsolete
(c) disposal action: Refer to GRS for appraisal by PRO
15. Services/business operations/functions that require the vital records during and/or after the occurrence of an emergency or a disaster: To support rescue operation in the event of a fire occurring in the office building
16. Implications/consequences if the vital records are seriously damaged or lost: Unavailability or loss of the building plans in the event of a blaze will seriously affect rescue operation of fire fighters
17. The vital records will be required: <input checked="" type="checkbox"/> immediately after the occurrence of a fire (a specific type of an emergency or a disaster) <input type="checkbox"/> _____ hours/days* after the occurrence of _____ (a specific type of an emergency or a disaster) <input type="checkbox"/> immediately/ _____ hours/days* after the occurrence of an emergency or a disaster in general <input type="checkbox"/> others (<i>Please specify:</i> _____)

II. Essential information on vital records (cont'd)

18. Potential hazard(s) to the vital records (*Select all that apply*):

- | | |
|-----------------------------------------------------------------|---------------------------------------------|
| <input checked="" type="checkbox"/> fire | <input type="checkbox"/> flooding/water |
| <input type="checkbox"/> insects and rodents | <input type="checkbox"/> security |
| <input type="checkbox"/> prolonged power failure | <input type="checkbox"/> computer failure |
| <input type="checkbox"/> IT network failure | <input type="checkbox"/> landslide/landslip |
| <input type="checkbox"/> tropical cyclone/storm surge | |
| <input type="checkbox"/> others (<i>Please specify:</i> _____) | |

19. Possibility of reconstructing/restoring the vital records in case of serious damage or loss:

- | | |
|------------------------------------------------------------|-------------------------------------------------------------------------------|
| <input type="checkbox"/> impossible | <input checked="" type="checkbox"/> reasonably easy and at an acceptable cost |
| <input type="checkbox"/> extremely difficult and/or costly | <input type="checkbox"/> very easy and inexpensive |

III. Protection of vital records

20. Protection method(s) (*Select all that apply*):

- ☒ duplication (*Go to item 21, then item 25*)
- ☐ dispersal (*Go to item 22, then item 25*)
- ☐ on-site protection (*Go to item 23, then item 25*)
- ☐ off-site storage (*Go to item 24, then item 25*)
- ☐ others (*Please specify:* _____) (*Go to item 25*)

21. Duplication of vital records:

(a) Form of duplicated vital records (*Select all that apply*):

- (i) ☒ paper
- (ii) ☐ microform (e.g. microfilm)
- (iii) ☐ electronic (including digitised version of vital records)
- (iv) ☐ non-electronic other than (i) and (ii) (*Please specify:* _____)

(b) Storage media for storing duplicated electronic vital records (*Select all that apply*):

- | | | |
|-----------------------------------------------------------------|----------------------------------------|--------------------------------------------------------------|
| <input type="checkbox"/> hard disk | <input type="checkbox"/> diskette | <input type="checkbox"/> optical disk (including CD and DVD) |
| <input type="checkbox"/> flash drive | <input type="checkbox"/> magnetic tape | <input type="checkbox"/> magneto-optical disk |
| <input type="checkbox"/> others (<i>Please specify:</i> _____) | | <input checked="" type="checkbox"/> not applicable |

(c) Storage location(s) of duplicated vital records:

Cabinet 1, Room 112, Kowloon East District Office, Cha Kwo Ling Road, Kwun Tong

(d) Frequency of duplication:

- | | | | |
|--------------------------------------|-----------------------------------|----------------------------------|------------------------------------|
| <input type="checkbox"/> daily | <input type="checkbox"/> weekly | <input type="checkbox"/> monthly | <input type="checkbox"/> quarterly |
| <input type="checkbox"/> half-yearly | <input type="checkbox"/> annually | | |

☒ others (*Please specify:* in the event of alterations to the general building plans and layout plans of the building)

III. Protection of vital records (cont'd)

22. Dispersal of vital records: Not applicable
(a) Form(s) of copies of the vital records which are stored in other locations away from the primary place of business <i>(Select all that apply)</i> : (i) <input type="checkbox"/> paper (ii) <input type="checkbox"/> microform (e.g. microfilm) (iii) <input type="checkbox"/> electronic (iv) <input type="checkbox"/> non-electronic other than (i) and (ii) <i>(Please specify: _____)</i>
(b) Storage media for storing copies of electronic vital records <i>(Select all that apply)</i> : <input type="checkbox"/> hard disk <input type="checkbox"/> diskette <input type="checkbox"/> optical disk (including CD and DVD) <input type="checkbox"/> flash drive <input type="checkbox"/> magnetic tape <input type="checkbox"/> magneto-optical disk <input type="checkbox"/> others <i>(Please specify: _____)</i> <input type="checkbox"/> not applicable
(c) Storage location(s) of copies of vital records:
(d) Frequency of copying vital records: <input type="checkbox"/> daily <input type="checkbox"/> weekly <input type="checkbox"/> monthly <input type="checkbox"/> quarterly <input type="checkbox"/> half-yearly <input type="checkbox"/> annually <input type="checkbox"/> others <i>(Please specify: _____)</i>
23. Enhancement/modification of building and building services facilities, enhancement of building maintenance and/or adoption of other technique/measures to safeguard vital records stored on-site (please provide a brief description): Not applicable
24. Off-site storage location(s) of the vital records: Not applicable
25. The protection method(s) selected in item 20: <input checked="" type="checkbox"/> has already been adopted <input type="checkbox"/> has been adopted except for _____ <i>(please specify)</i> <input type="checkbox"/> will be adopted by _____ <i>(date)</i>
26. Remarks: Nil

IV. Review of vital records schedule

27. Next review date of this vital records schedule:

1 September 2014

V. Other useful information

[Note: B/Ds have the discretion to determine whether the following information should be provided.]

28. Person(s) to be contacted for retrieval and access to the vital records during and/or after an emergency or a disaster:

(a) Name:

Mr CHAN Tai-man

(b) Post:

SCO(G)

(c) Branch/Division/Section:

Admin Division

(d) Mobile telephone no.:

9011 1111

(e) E-mail address:

tmchan@abcd.gov.hk

29. Related vital records series:

Nil

30. Related reference no. (e.g. Disposal Authority no.): Nil

VI. Endorsement of vital records schedule

Completed by (Note 1):	Endorsed by (Note 2):
Name: Ms Jenny LO	Name: Mr Paul CHAN
Post: Assistant Officer (A)1	Post: Senior Officer (A)
Branch/Division/Section: Division A	Branch/Division/Section: Division A
Signature: Jenny	Signature: P.C.
Date: 15 August 2012	Date: 15 August 2012

Note 1: An officer not below the rank of **Executive Officer II or equivalent** should be responsible for drawing up a VRS.

Note 2: B/Ds should designate an officer not below the rank of **Chief Executive Officer or equivalent** to endorse a VRS.

Sample Master List⁽¹⁾ of Vital Records Schedules (VRS)Position as at 1 September 2012Page 1 of 3Bureau/Department: ABC Department

VRS unique identifier	Vital records series title	Storage location(s) of the vital records ⁽²⁾	Service(s)/business operations/functions that require the vital records in the event of an emergency or a disaster	Branch/Division/Section	Officer responsible for drawing up the VRS	Next review date of VRS
VRS001-Div A	General building plans and layout plans of PQQ Government Offices	(1) Original vital records are stored in: Cabinet 3, Room 401, 4/F, PQQ Government Offices, 13 Tsui Ping Road, Kwun Tong	To support rescue operation in the event of a fire occurring in the office building.	Division A	Assistant Officer (A)1	1.9.2014
		(2) Duplicated copies are stored in: Cabinet 1, Room 112, 1/F, Kowloon East District Office, Cha Kwo Ling Road, Kwun Tong				

Sample Master List⁽¹⁾ of Vital Records Schedules (VRS)

Position as at 1 September 2012

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Bureau/Department: ABC Department

VRS unique identifier	Vital records series title	Storage location(s) of the vital records ⁽²⁾	Service(s)/business operations/functions that require the vital records in the event of an emergency or a disaster	Branch/Division/Section	Officer responsible for drawing up the VRS	Next review date of VRS
VRS002-Div B	Operation manuals of CCC system	(1) Original vital records are stored in: Cabinet 10, Room 801, 8/F, PQQ Government Offices, 13 Tsui Ping Road, Kwun Tong	To resume the operation of this mission-critical system immediately after a disaster.	Division B	Systems Manager (B)1	Review when there is system upgrade
		(2) Duplicated copies are stored in: Cabinet 28, Room 282, 2/F, Kowloon East District Office, Cha Kwo Ling Road, Kwun Tong				
VRS003-Adm Div	Contract documents of BBB Project	(1) Original vital records are stored in: Fire-resistant safe, Room 2101, 21/F, PQQ Government Offices, 13 Tsui Ping Road, Kwun Tong	To protect the legal and financial rights and interests of the Government in this project.	Adm Division	Senior Executive Officer (F)	Review upon the completion of the project scheduled in mid-2015
		(2) No duplicated copies				

Sample Master List⁽¹⁾ of Vital Records Schedules (VRS)

Position as at 1 September 2012

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Bureau/Department: ABC Department

VRS unique identifier	Vital records series title	Storage location(s) of the vital records ⁽²⁾	Service(s)/business operations/functions that require the vital records in the event of an emergency or a disaster	Branch/Division/Section	Officer responsible for drawing up the VRS	Next review date of VRS
...						

Notes:

- (1) Bureaux and departments may add other useful information in the master list as appropriate.
- (2) Please document the storage locations of the original and duplicated copies of vital records as appropriate.

Prepared by: Mary WONG

Post: ADS(Adm)

Date: 1 September 2012