

Guidelines on the Implementation of the Standard Classification Scheme for Administrative Records

Introduction

This document provides guidelines on the implementation of the standard classification scheme for administrative records in bureaux and departments (B/Ds).

Standard Classification Scheme

2. The Government Records Service (GRS) has promulgated a standard classification scheme for administrative records in Records Management Publication No. 3 “Subject Filing” (P3) (accessible at <http://grs.host.ccgo.hksarg/pub3.htm>). The standard classification scheme is designed for administrative subject files. Programme files should be covered by separate classification schemes. Further details on different categories of files are set out in **Appendix I**.

Six schedules

3. The standard classification scheme has a hierarchical structure and comprises of six schedules as follows:

- (a) Schedule 1: Administration
- (b) Schedule 2: Accommodation and Facilities
- (c) Schedule 3: Equipment and Supplies
- (d) Schedule 4: Finance
- (e) Schedule 5: Personnel
- (f) Schedule 6: Information Systems and Services

The coverage of each schedule is defined in P3.

Primary subject terms and subject codes

4. Primary subject terms are listed under each schedule. They are controlled and designated by the standard classification scheme itself. All primary subject terms are meant to be mutually exclusive for grouping related records together. They may be used as a file title or part of the file title. B/Ds have the flexibility to create subject terms at lower level, e.g. secondary or tertiary subject terms to classify records more precisely.

5. Primary subject codes (a duplex-numeric code consisting of a schedule

number and a classification number) are assigned to each primary subject term. For example:

5-95 TRAINING AND DEVELOPMENT

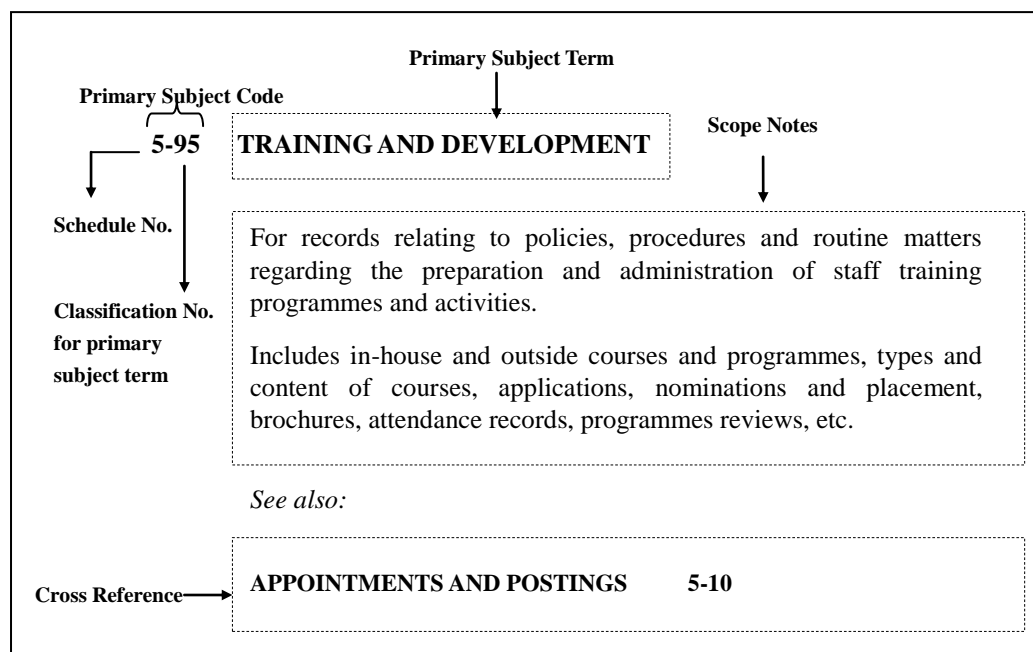
The first number “5” represents Schedule 5 - Personnel, “95” is the classification number for the primary subject term “TRAINING AND DEVELOPMENT”.

A table showing all the primary subject terms and codes under the six schedules is at **Appendix II**.

Scope notes and cross reference

6. Each primary subject term has scope notes to define and describe what is and what is not covered by the term. Cross reference on related primary subject terms may also be provided.

7. Below is an extract of the scope notes of a primary subject term:



All the primary subject terms and codes, and the associated scope notes under the standard classification scheme can be found in Part I of the Appendix to P3.

Index

8. The standard classification scheme is supported by an index (in Part II of the Appendix to P3). The index arranges the common terms used for administrative

activities in alphabetical order. It enables users to easily locate the required primary subject terms in the standard classification scheme for a given term. An extract of the index is appended below:

PROFESSIONAL:			
- Development	Use	TRAINING AND DEVELOPMENT.....	5-95
- Employment	Use	EMPLOYMENT AND RECRUITMENT	5-25
- Fees	See	Fees	

Action Plan for implementing the Standard Classification Scheme

9. The Departmental Records Manager should co-ordinate and oversee the implementation of the standard classification scheme in his/her B/D. A seven-stage action plan is set out in the ensuing paragraphs for reference.

Stage 1: Separate administrative subject files from other files

10. A list of existing administrative files should be prepared. Since the standard classification scheme is only applicable to administrative subject files, other types of files, such as programme files should be excluded from the list.

Stage 2: Match the existing administrative files with the appropriate primary subject terms

11. Based on the list prepared in Stage 1, all existing administrative files should match with the appropriate primary subject terms set out in the standard classification scheme. Secondary, tertiary and lower level subject terms may be added under the primary subject terms for more precise classification. Detailed procedures are at **Appendix III**.

Stage 3: Code the new files

12. A unique and logical file reference number should be assigned to each new file to help identify the file amongst other files in the classification scheme. Detailed procedures on coding files are at **Appendix III**.

Stage 4: Prepare a list of new files

13. A list of new files should be prepared based on the work completed in stages 2 and 3. There should be a column showing previous file reference for cross reference. A sample prospective file list is at **Appendix IV**. Comments on the list may be sought from user offices/sections.

Stage 5: Revise file code tier structure of the Bar-Coding File Management System

14. If the Bar-Coding File Management System (BCFMS) is used to manage files, the existing file code tier structure of the system may need to be changed to accommodate the new file code tier structure. B/Ds may seek assistance from the Efficiency Unit making use of the “Standard Form for BCFMS Support Service” at **Appendix V** or contact the BCFMS Helpdesk at 2520 0423 or 2520 0431.

Stage 6: Fix the implementation date for the new classification scheme

15. After finalizing the prospective file list, a date should be designated for implementing the new classification scheme. All registry staff and records users should be informed of the date and briefed on the use of the new classification scheme.

16. New file jackets should be prepared according to the finalized file list. For cross reference, the former file title(s) and file reference number(s) should be put down in the “Connected Papers” column of the new file jacket.

Stage 7: Implement the new classification scheme

17. With effect from the implementation date, all administrative records should be classified according to the new classification scheme. All “old” files should be closed as soon as possible. For BCFMS users, they should enter the “File Maintenance” function and close the “old” files by batch. A list of the closed files should be maintained.

Monitor the implementation progress

18. To ensure smooth implementation of the standard classification scheme, target completion dates should be set for each of the above stages. It is recommended that offices/sections should report to the concerned Departmental Records Manager the

implementation progress on a quarterly basis. A progress checklist is prepared at **Appendix VI**.

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Categories of Files

A file is a collection of related record items (paper, documents, etc.) grouped together in a named/coded folder and treated as a unit. Files can be categorized to meet divergent classification needs (e.g. subject files usually require a more sophisticated classification scheme than case files) and to facilitate other records management work, such as identification of vital records and records with different retention periods. Some common categories are listed below.

(a) **Administrative file**

An administrative file is a collection of related administrative records put together in a named/coded folder.

(b) **Programme file**

A programme file is a collection of related programme records put together in a named/coded folder.

(c) **Subject file**

A subject file contains information on a given subject, which may be policy or routine correspondence.

(d) **Case file**

A case file contains information relating to a specific action, event, person, organization, location, etc (e.g. personal files, project files).

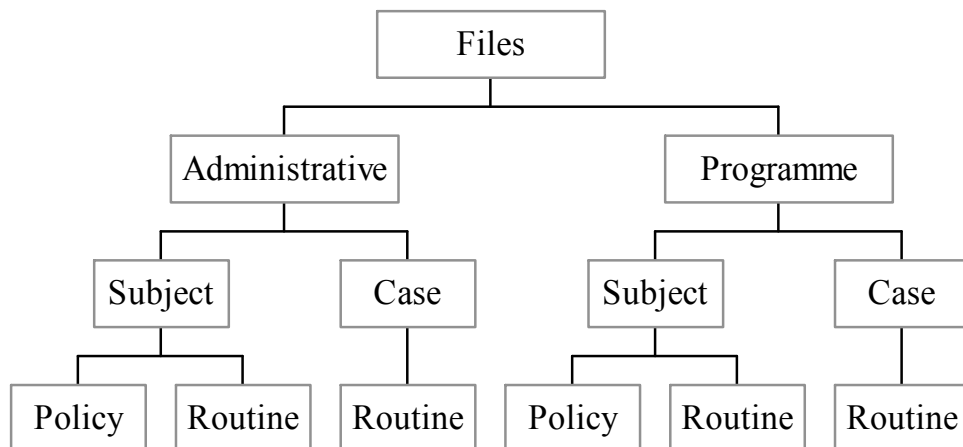
(e) **Policy file**

A policy file contains information relating to the formulation of and changes to policy on any function or activity of the B/D.

(f) Routine file

A routine file contains information not relating to policy, such as internal and external communication on transactions or on general or minor matters.

2. The following diagram shows the relationship between different categories of files:



STANDARD CLASSIFICATION SCHEME FOR ADMINISTRATIVE RECORDS

	1 ADMINISTRATION	2 ACCOMMODATION AND FACILITIES	3 EQUIPMENT AND SUPPLIES	4 FINANCE	5 PERSONNEL	6 INFORMATION SYSTEMS AND SERVICES	
5	ACCIDENTS	ACCOMMODATION	EQUIPMENT AND SUPPLIES	FINANCE	ACCIDENTS AND INJURIES	ACCESS	5
10	ACTS AND LEGISLATION	ACCOMMODATION - ACQUISITION AND DISPOSAL	AUDIOVISUAL AND PHOTOGRAPHIC EQUIPMENT AND SUPPLIES	ACCOUNTS AND ACCOUNTING	APPOINTMENTS AND POSTING	ARCHIVES	10
15	APPRECIATION AND CONDOLENCES	ACCOMMODATION - BUILDING MANAGEMENT	CANTEEN AND PANTRY EQUIPMENT AND SUPPLIES	ACCOUNTS PAYABLE	AWARDS AND HONOURS	ELECTRONIC DATA PROCESSING MANAGEMENT	15
20	ASSOCIATIONS AND CLUBS	ACCOMMODATION - DAMAGE	CATALOGUES, MANUALS AND PRICE LISTS	ACCOUNTS RECEIVABLE	CONDUCT AND DISCIPLINE	INFORMATION SERVICES	20
25	BADGES, EMBLEMS, FLAGS	ACCOMMODATION - FITTING OUT	CLOTHING	ADVANCES	EMPLOYMENT AND RECRUITMENT	INFORMATION SERVICES - ADVERTISING	25
30	CAFETERIAS AND EATING FACILITIES	ACCOMMODATION - SECURITY	COMPUTER EQUIPMENT AND SUPPLIES	ALLOWANCES	ESTABLISHMENT	INFORMATION SERVICES - AUDIOVISUAL AIDS	30
35	CAMPAIGNS AND CANVASSING	COMMUNICATION SYSTEMS	FURNITURE AND FURNISHINGS	AUDITS	HEALTH AND SAFETY	INFORMATION SERVICES - BOOKS AND PUBLICATIONS	35
40	CEREMONIES AND CELEBRATIONS	COMMUNICATION SYSTEMS - INSTALLATION AND DISPOSAL	MEDICAL EQUIPMENT AND SUPPLIES	BANKS AND BANKING	HOURS OF WORK AND OVERTIME	INFORMATION SERVICES - EXHIBITIONS	40
45	CHARITY	COMMUNICATION SYSTEMS - MAINTENANCE	OFFICE MACHINES AND EQUIPMENT	BUDGETS	HUMAN RESOURCES PLANNING	INFORMATION SERVICES - PRESS CLIPPINGS	45
50	CIRCULARS AND DIRECTIVES	UTILITIES	PRINTING	CLAIMS	LEAVE	INFORMATION SERVICES - PRESS CONFERENCES AND RELEASES	50
55	COMMITTEES, COUNCILS, COMMISSIONS	UTILITIES - INSTALLATION AND DISPOSAL	RECREATIONAL EQUIPMENT AND SUPPLIES	EXPENDITURE CONTROL	PERFORMANCE APPRAISAL	LIBRARY SERVICES	55
60	COMMUNITY HEALTH AND SAFETY	UTILITIES - MAINTENANCE	SECURITY EQUIPMENT AND SUPPLIES	FEES AND CHARGES	PROMOTIONS AND EXAMINATIONS	RECORDS MANAGEMENT	60
65	COMMUNITY SERVICES		STATIONERY	GRANTS AND FUNDS	RECREATION AND WELFARE		65
70	COMPLAINTS		TECHNICAL EQUIPMENT AND SUPPLIES	INSURANCE	STAFF RELATIONS		70
75	CONFERENCES AND SEMINARS		VEHICLES	PENSION	STAFF RELATIONS - APPEALS AND GRIEVANCES		75

	1 ADMINISTRATION	2 ACCOMMODATION AND FACILITIES	3 EQUIPMENT AND SUPPLIES	4 FINANCE	5 PERSONNEL	6 INFORMATION SYSTEMS AND SERVICES	
80	CORPORATIONS AND FIRMS			RETURNS AND STATEMENTS	STAFF RELATIONS - UNION		80
85	ELECTIONS			SALARIES	STAFF SECURITY		85
90	EMERGENCY PLANNING				TERMINATION OF SERVICE		90
95	ENVIRONMENTAL MANAGEMENT				TRAINING AND DEVELOPMENT		95
100	GIFTS AND DONATIONS						100
105	HISTORICAL MATTERS						105
110	INVENTIONS, PATENTS AND COPYRIGHT						110
115	LEGAL MATTERS						115
120	LICENCES, PASSES AND PERMITS						120
125	MANAGEMENT SERVICES						125
130	MONUMENTS						130
135	OFFICE SERVICES						135
140	OFFICIAL LANGUAGES						140
145	ORGANIZATION						145
150	PLANS AND PROGRAMMES						150
155	PROTOCOL						155
160	REPORTS AND STATISTICS						160
165	REPORTS AND STATISTICS - ANNUAL						165
170	REPORTS AND STATISTICS - DAILY						170
175	REPORTS AND STATISTICS - MONTHLY						175
180	REPORTS AND STATISTICS - QUARTERLY						180
185	REPORTS AND STATISTICS - WEEKLY						185
190	SECURITY						190
195	TRANSPORTATION						195
200	VISITS AND TOURS						200

Procedures on Classifying and Coding Administrative Files Using the Standard Classification Scheme for Administrative Records

Step 1: Understand the existing subject term

- (a) A user can normally take the title of an existing file as the subject term.
- (b) The user should randomly check the contents of records kept in the file against the file title (i.e. the subject term) to ensure that the file title accurately reflects the subject matter of the records. If necessary, the user should identify the appropriate subject term based on the record contents.
- (c) It is recommended that records relating to policy issues should be separated from routine records and placed in a policy file for easy identification.
- (d) If an existing file covers multiple subjects, each subject should be matched with an appropriate primary subject term of the standard classification scheme.
- (e) Obsolete subject terms should also be identified and they need not be migrated to the new classification scheme. However, a list of obsolete files should be maintained.

Step 2: Look up the Index of P3

- (a) The user should identify keywords from the file title. For example, the keywords of a file entitled “Correspondence on records management training courses” may be “training” and “courses”.
- (b) The user should refer to the Index to match the keywords with an appropriate primary subject term of P3. If he checks the keyword “courses” in the Index, the Index will direct him to see “Training”. Under the entry of “Training”, there are three items, namely “Equipment”, “Safety” and “Staff”. The most appropriate choice here is “Staff”. Hence, the user will be directed to use the primary subject term:

“TRAINING AND DEVELOPMENT 5-95”

Step 3: Check the Scope Notes of the recommended primary subject term

- (a) The user should check the Scope Notes of the recommended primary subject term in the Index to ensure that the subject term reflects correctly the subject matter covered by the existing file.
- (b) For example, the Scope Notes of “TRAINING AND DEVELOPMENT” defines the scope of the primary subject term as below:

“For records relating to policies, procedures and routine matters regarding the preparation and administration of staff training programmes and activities.

Includes in-house and outside courses and programmes, types and content of courses, applications, nominations and placement, brochures, attendance records, programmes reviews, etc.”

- (c) If the recommended primary subject term is found unsuitable, the user should go back to **Step 2** until an appropriate subject term is identified.
- (d) An existing file covering multiple subjects should be matched to the appropriate primary subject terms and split into two or more files. For example,

Existing file: “Overtime Applications and Payment of Overtime Allowance”

Appropriate primary subject terms:

- “HOURS OF WORK AND OVERTIME” for the subject “Overtime Applications”
- “ALLOWANCES” for the subject “Payment of Overtime Allowances”

Step 4: Add secondary, tertiary and other lower level subject terms where appropriate

- (a) If the relevant primary subject term is too broad (and thus causing difficulty in retrieval), lower level subject terms (e.g. secondary and tertiary subject terms) can be added for more precise classification. However, it should be noted that over precise classification will lead to proliferation of files causing management problems.
- (b) For example, in addition to the file entitled “Correspondence on records management training courses” mentioned in Step 2, there is another file entitled “Correspondence on information technology training courses” under the same primary subject term

“TRAINING AND DEVELOPMENT”. Two secondary subject terms may be created for classifying records to two files, as follows:

- “TRAINING AND DEVELOPMENT – Records Management”
[Primary subject term] [Secondary subject term]
- “TRAINING AND DEVELOPMENT – Information Technology”
[Primary subject term] [Secondary subject term]

(c) Tertiary subject terms may be added to achieve more precise classification. To facilitate retrieval of records relating to general grades and departmental grades staff contained in the file entitled “Correspondence on records management training courses”, two tertiary subject terms can be created under the secondary subject term “Records Management”, as follows:

- TRAINING AND DEVELOPMENT – Records Management
– General Grades Staff
[Tertiary subject term]
- TRAINING AND DEVELOPMENT – Records Management
– Departmental Grades Staff
[Tertiary subject term]

(d) In another example, a file entitled “Overtime Policy and Applications” covers both policy and routine records relating to management of overtime. This file should be matched to the primary subject term “HOURS OF WORK AND OVERTIME” with a secondary subject term “Overtime”. To separate policy and routine records, two tertiary subject terms may be added as follows:

- HOURS OF WORK AND OVERTIME – Overtime – Policy
- HOURS OF WORK AND OVERTIME – Overtime – Applications

(e) In accordance with paragraph 15 of Part I – Explanatory Notes of GRS Records Management Publication No. 4 “General Administrative Records Disposal Schedules” (GARDS) (accessible at <http://grs.host.ccgo.hksarg/pub4.htm>), administrative records of different retention and disposal requirements should be filed separately. Please refer to paragraphs 7 to 9 of “Guidelines on Using the General Administrative Records Disposal Schedules to Dispose of Administrative Records” (accessible at http://grs.host.ccgo.hksarg/guide_admin_sch_disp.htm) for details.

- (f) Taking records such as classification schemes and records disposal schedules for example. In accordance with P3, classification scheme and records disposal schedule should be classified into primary subject term “RECORDS MANAGEMENT”. However, their disposal remarks as stipulated in GARDS are different. They are

<u>Records</u>	<u>Disposal Remarks</u>	<u>GARDS Code</u>
Classification Scheme	Retain until superseded or obsolete, then refer to GRS for appraisal by Public Records Office	6-60 Others (2)
Records Disposal Schedule	Retain permanently in your agency	6-60 Others (3)

As such, they should be filed separately having regard to their disposal requirements. Suggested file titles are:

- RECORDS MANAGEMENT – Classification Scheme
- RECORDS MANAGEMENT – Disposal Schedule

- (g) A separator “–” should be used to separate subject terms at different levels as shown in the examples at Step 4(b) to (d) and (f) above.

Step 5: Title the new files

- (a) Subject terms are used as file titles. Primary subject terms are controlled and designated by the standard classification scheme. B/Ds have the flexibility to create subject terms at secondary, tertiary or lower levels.

- (b) A user should strive to achieve the following when titling files:

- Use unique and meaningful titles (avoid using “Miscellaneous” or “General”)
- Use concise but complete titles (strike an appropriate balance)
- Brevity – keep title short
- Usability – accurately describe the content
- Specificity – use precise terms
- Collocation – group under broad headings

- Adopt a consistent structure (e.g. from general to specific)
- Use standardized abbreviations and acronyms (e.g. establish a departmental authorized list of abbreviations and acronyms)
- Use minimal articles, prepositions and conjunctions

Step 6: Code the new files

(a) The file reference number comprises the following components:

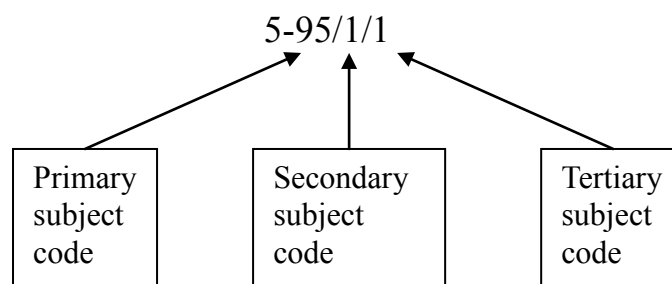
- Prefix
- Classification code
 - Primary subject code
 - Secondary/tertiary/other lower level subject codes
- Suffix

(b) Prefix

To distinguish the groups of files from files managed by other B/Ds and/or offices/sections of the same B/D, “B/D prefix” (e.g. “IRD” represents “Inland Revenue Department”) and “unit prefix” (e.g. “GR” represents “General Registry”) should be added to the reference numbers of administrative files. For the sake of consistency, a B/D should control the B/D and unit prefixes used.

(c) Classification code

A classification code is made up of codes assigned to its subject terms. The standard classification scheme assigns a classification code to each primary subject term (e.g. “5-95” for “TRAINING AND DEVELOPMENT”). B/Ds should assign numerical serial codes to subject terms at secondary, tertiary or lower levels. “0” should be reserved to indicate a policy file. For example,



(d) Suffix

Suffix is used, where appropriate, for the following purposes:

- denote the relevant year (e.g. 09-10) for files created to group records relating to a financial/calendar year
- denote security classification of the file:

<u>Symbol</u>	<u>Meaning</u>
C	Confidential
R	Restricted
RA	Restricted (Administration)
RAP	Restricted (Appointment)
RC	Restricted (Contract)
RM	Restricted (Medical)
RS	Restricted (Staff)
RT	Restricted (Tender)
S	Secret
TS	Top Secret

- denote file part number (e.g. I, II)

(e) A separator “/” should be used to segregate prefixes and subject codes.

(f) Two examples of coded files are appended below:

- File title

APPOINTMENTS AND POSTING – Acting Appointments – Policy

File reference no.

IRD GR/5-10/1/0 C

where “IRD” = B/D prefix
 “GR” = unit prefix
 “5-10” = primary subject code
 “1” = secondary subject code
 “0” = tertiary subject code to indicate a policy file
 “C” = suffix to indicate security classification “Confidential”

▫ File title

EXPENDITURE CONTROL – Departmental Expenditure

[For illustrative purpose, the file only contains records concerning financial year 2009-10.]

File reference no.

IRD GR/4-55/1 (09-10)

where “IRD” = agency prefix
 “GR” = unit prefix
 “4-55” = primary subject code
 “1” = secondary subject code
 “09-10” = suffix to indicate the concerned financial year

(g) A sample conversion table is at **Annex** for reference.

(h) 6-tier file code structure in the BCFMS

For B/Ds using the BCFMS, the file reference number should be filled in the system’s 6-tier file code structure as below:

Taking file reference number ‘IRD GR/4-45/1/3 (09-10) C II’ for example.

<u>1st tier</u>	<u>2nd tier</u>	<u>3rd tier</u>	<u>4th tier</u>	<u>5th tier</u>	<u>6th tier</u>
<ul style="list-style-type: none"> • B/D prefix • Unit prefix 	Primary subject code	Secondary subject code	Tertiary subject code	<ul style="list-style-type: none"> • Year suffix • Security classification suffix 	Part no.
e.g. IRD GR	4-45	1	3	(09-10) C	II

Sample Conversion Table for Adoption of the Standard Classification Scheme for Administrative Records

New File No.	New File Name	Old File No.	Old File Name
Schedule 1 ADMINISTRATION			
1-5/1	ACCIDENTS - Traffic Accident	ADM 10/115	Traffic Accident of Departmental Car
1-10/1	ACTS AND LEGISLATION - Personal Data (Privacy) Ordinance	ADM 8/120	Personal Data (Privacy) Ordinance
1-15/1	APPRECIATION AND CONDOLENCES - Wreath	ADM 7/207	Wreath
1-20/1	ASSOCIATIONS AND CLUBS - Government Secretariat Staff Club	ADM 2/130	Government Secretariat Staff Club
1-20/2	ASSOCIATIONS AND CLUBS - ABC Staff Club	ADM 5/130	ABC Staff Club
1-25/1	BADGES, EMBLEMS, FLAGS - Departmental Letterheads, Logos and Symbols	ADM 1/110	Departmental Letterheads, Logos and Symbols
1-25/2	BADGES, EMBLEMS, FLAGS - National and Regional Flag and Emblem	ADM 2/110	National Flag and Emblem Regional Flag and Emblem
1-30/1	CAFETERIAS AND EATING FACILITIES - Beverages Prices	ADM 8/103	Pantry Beverages Prices
1-35/1	CAMPAIGNS AND CANVASSING - Basic Law Promotion	ADM 14/110	Basic Law Promotion
1-35/2	CAMPAIGNS AND CANVASSING - Civic Education	ADM 19/110	Civic Education
1-40/1	CEREMONIES AND CELEBRATIONS - Millennium Celebrations	ADM 20/111	Millennium Celebrations
1-40/2	CEREMONIES AND CELEBRATIONS - Christmas Party	ADM 33/110	Christmas Party
1-45/1	CHARITY - Community Chest	ADM 2/190	Community Chest
1-45/2	CHARITY - Charity Functions and Events	ADM 3/190	Charity Functions and Events
1-50/1	CIRCULARS AND DIRECTIVES - Accounting Circular	ADM 1/101	Accounting Circular
1-50/2	CIRCULARS AND DIRECTIVES - Departmental Administrative Circular	ADM 1/100	Departmental Administrative Circular
1-50/3	CIRCULARS AND DIRECTIVES - General Circular	ADM 2/100	General Circular
1-55/1	COMMITTEES, COUNCILS, COMMISSIONS - Office Management Committee	ADM 25/110	Office Management Committee Meeting
1-55/2	COMMITTEES, COUNCILS, COMMISSIONS - General Grades Consultative Committee	ADM 26/110	General Grades Consultative Committee
1-55/3	COMMITTEES, COUNCILS, COMMISSIONS - Departmental Disposal Committee	ADM 28/110	Departmental Disposal Committee
1-60/1	COMMUNITY HEALTH AND SAFETY - AIDS Workshops and Seminars	ADM 11/190	Workshops / Seminars on AIDS
1-60/2	COMMUNITY HEALTH AND SAFETY - Blood and Organ Donation	ADM 12/190	Blood Donation / Organ Donation
1-65/1	COMMUNITY SERVICES - Serving the Community Week	ADM 13/190	Serving the Community Week
1-65/2	COMMUNITY SERVICES - Volunteer Team	ADM 14/190	Volunteer Team
1-65/3	COMMUNITY SERVICES - Youth Pre-employment Training	ADM 15/190	Youth Pre-employment Training
1-70/1 R	COMPLAINTS - Complaints from Members of Public	ADM 1/119	Complaints from Members of Public [Note: This is a restricted file.]
1-75/1	CONFERENCES AND SEMINARS - Departmental Secretaries Seminar	ADM 24/110	Departmental Secretaries Seminar
1-80/1	CORPORATIONS AND FIRMS - Social Enterprises	ADM 2/113	Social Enterprises

New File No.	New File Name	Old File No.	Old File Name
1-85/1	ELECTIONS - Functional Constituency	ADM 1/150	Elections - Functional Constituency
1-85/2	ELECTIONS - District Councils	ADM 3/150	District Councils Election
1-90/1	EMERGENCY PLANNING - Government's Response to Major Crises	ADM 51/110	Government's Response to Major Crises
1-90/2	EMERGENCY PLANNING - Government Secretariat Emergency Co-ordinating Centre (GSECC) Nominations	ADM 52/110	Nominations for Government Secretariat Emergency Co-ordinating Centre (GSECC)
1-90/3	EMERGENCY PLANNING - Fire Fighting Arrangements	ADM 3/116	Fire Fighting Arrangements
1-95/1	ENVIRONMENTAL MANAGEMENT - Pollution	ADM 1/140	Pollution
1-95/2	ENVIRONMENTAL MANAGEMENT - Green Management	ADM 2/140	Green Management
1-95/3	ENVIRONMENTAL MANAGEMENT - Controlling Officer's Environmental Report	ADM 3/200	Controlling Officer's Environmental Report
1-100/1	GIFTS AND DONATIONS - Donation to Government Projects Central Register	ADM 3/160	Central Register of Donation to Government Projects
1-100/2	GIFTS AND DONATIONS - Official Souvenir	ADM 4/160	Official Souvenir
1-105/1	HISTORICAL MATTERS - Departmental Evolution	ADM 0/240	The Evolution of ABC Department
1-110/1	INVENTIONS, PATENTS AND COPYRIGHT - Intellectual Property	ADM 2/120	Intellectual Property
1-120/1	LICENCES, PASSES AND PERMITS - Central Government Offices Security Pass	ADM 61/110	Central Government Offices Security Pass
1-120/2	LICENCES, PASSES AND PERMITS - Government Identity Card	ADM 62/110	Government Identity Card
1-125/1	MANAGEMENT SERVICES - Departmental Receipt and Despatch Services Business Process Re-engineering (BPR) Study	ADM 1/170	Business Process Re-engineering (BPR) Study on Departmental Receipt and Despatch Services
1-125/2	MANAGEMENT SERVICES - Services Promotion Consultancy Study	ADM 29/110	Consultancy Study on Promotion of Services
1-125/3	MANAGEMENT SERVICES - Office Procedures and Practices	ADM 3/100	Office Procedures and Practices
1-130/1	MONUMENTS - Potential Monuments under the Antiquities & Monuments Ordinance (Cap. 53)	ADM 0/116	Potential Monuments under the Antiquities & Monuments Ordinance (Cap. 53)
1-135/1	OFFICE SERVICES - Local Courier Service and Speed post	ADM 20/110	Local Courier Service and Speed post
1-135/2	OFFICE SERVICES - Newspaper, Circulars and Publication Distribution	ADM 21/110	Distribution of Newspaper, Circulars and Publication
1-135/3	OFFICE SERVICES - Translations Arrangement	ADM 1/115	Translations Arrangement
1-135/4	OFFICE SERVICES - Paper Recycling	ADM 11/115	Collection of Paper Waste
1-140/1	OFFICIAL LANGUAGES - Promotion on Use of Chinese	ADM 2/115	Promotion on the Use of Chinese
1-145/1	ORGANIZATION - Re-Organization Exercise 2003	ADM 2/117	Re-Organization Exercise in 2003
1-145/2	ORGANIZATION - Administrative Power and Duties Delegation	ADM 11/100	Delegation of Administrative Power and Duties
1-150/1	PLANS AND PROGRAMMES - XXX Services Outsourcing Programme	ADM 1/118	Outsourcing of XXX Services
1-155/1	PROTOCOL - Precedence List	ADM 7/110	Precedence List
1-175/1 RS	REPORTS AND STATISTICS - MONTHLY - Insolvency and Bankruptcy Cases	ADM 58/110	Monthly Report on Insolvency / Bankruptcy Cases [Note: This is a restricted (staff) file.]

New File No.	New File Name	Old File No.	Old File Name
1-180/1	REPORTS AND STATISTICS - QUARTERLY - Statistical Return on Complaints from the Public	ADM 1/1/119	Quarterly Statistical Return on Complaint from the Public
1-190/1	SECURITY - Burglary and Minor Incidents in Office Premises	ADM 2/116	Burglary and Minor Incidents in Office Premises
1-195/1	TRANSPORTATION - Returns on Government Flying Services Requirements	ADM 1/18/110	Return on Government Flying Services Requirements
1-195/2	TRANSPORTATION - Departmental Car Booking	ADM 17/110	Booking of Departmental Car
1-195/3	TRANSPORTATION - Hourly-hired Taxis Booking	ADM 1/17/110	Booking of Hourly-hired Taxis
1-200/1	VISITS AND TOURS - Chief Secretary's Visits	ADM 98/110	Visits by Chief Secretary
1-200/2	VISITS AND TOURS - Secretary for the Civil Service's Visits	ADM 99/110	Visits by Secretary for the Civil Service
1-200/3	VISITS AND TOURS - Familiarization Visits	ADM 100/110	Familiarization Visits
Schedule 2 ACCOMMODATION AND FACILITIES			
2-5/1	ACCOMMODATION - Use of Government House	ADM 87/110	Use of the Government House
2-10/1	ACCOMMODATION - ACQUISITION AND DISPOSAL - Office Premises Acquisition	ADM 0/116	Acquisition of Office Premises
2-15/1	ACCOMMODATION - BUILDING MANAGEMENT - CGO Building	ADM 1/116	Office Accommodation - CGO Building
2-15/2	ACCOMMODATION - BUILDING MANAGEMENT - Conference Room and Interview Room	ADM 4/1/116	Office Accommodation - Conference Room and Interview Room
2-15/3	ACCOMMODATION - BUILDING MANAGEMENT - Energy Conservation	ADM 5/116	Energy Conservation
2-20/1	ACCOMMODATION - DAMAGE - XXX Building	ADM 9/116	Damage to XXX Building
2-25/1/1	ACCOMMODATION - FITTING OUT - XXX Building - 15/F	ADM 1/1/116	Fitting Out of 15/F XXX Building
2-30/1 R	ACCOMMODATION - SECURITY - Access Management	ADM 4/116	Office Accommodation Access Management [Note: This is a restricted file.]
2-30/2	ACCOMMODATION - SECURITY - Office Security Arrangements	ADM 7/116	Office Security Arrangements
2-35/1	COMMUNICATION SYSTEMS - Telecommunication Equipment Estimates	ADM 5/113	Estimates of Telecommunication Equipment
2-35/2	COMMUNICATION SYSTEMS - Updating of PABX System Phone Book	ADM 6/113	PABX System - Updating of Phone Book
2-40/1	COMMUNICATION SYSTEMS - INSTALLATION AND DISPOSAL - Telephone, Facsimile and Datel Lines	ADM 7/113	Requirement of Office Telephones / Facsimile / Datel
2-40/2	COMMUNICATION SYSTEMS - INSTALLATION AND DISPOSAL - PABX System	ADM 8/113	Requirement of PABX System
2-40/3	COMMUNICATION SYSTEMS - INSTALLATION AND DISPOSAL - Official Residential Telephone and Facsimile	ADM 9/113	Requirement of Official Residential Telephone / Facsimile
2-45/1	COMMUNICATION SYSTEMS - MAINTENANCE - PABX System Maintenance Contract	ADM 10/113	Maintenance Contract of PABX System
2-50/1	UTILITIES - Air-conditioning System Service Hours in XXX Building	ADM 4/113	Service Hours of Air-conditioning System in XXX Building
2-55/1	UTILITIES - INSTALLATION AND DISPOSAL - Installation of Additional Air-conditioning System in XXX Building	ADM 3/113	Installation of Additional Air-conditioning System in XXX Building

New File No.	New File Name	Old File No.	Old File Name
2-60/1	UTILITIES - MAINTENANCE - XXX Building	ADM 6/116	Maintenance of Lifts, Lighting System and Ventilation System etc. in XXX Building
Schedule 3 EQUIPMENT AND SUPPLIES			
3-5/1	EQUIPMENT AND SUPPLIES - Inventory	ADM 1/113	Inventory
3-5/2	EQUIPMENT AND SUPPLIES - Purchasing Cards Scheme	ADM 3/103	Use of Purchasing Cards for Low Value Purchases of Stores and Services
3-5/3	EQUIPMENT AND SUPPLIES - World Trade Organization (WTO) Government Procurement Agreement	ADM 9/103	WTO Agreement on Government Procurement
3-5/4	EQUIPMENT AND SUPPLIES - Mandatory Requirement for Service Contracts	ADM 7/103	Mandatory Requirement for Service Contracts
3-10/1	AUDIOVISUAL AND PHOTOGRAPHIC EQUIPMENT AND SUPPLIES - Digital Camera and Video Camera	ADM 16/123	Digital Camera and Video Camera
3-15/1	CANTEEN AND PANTRY EQUIPMENT AND SUPPLIES - Distilled Water	ADM 8/123	Distilled Water
3-20/1	CATALOGS, MANUALS AND PRICE LISTS - Office Equipment	ADM 15/123	Catalogs and Price Lists of Office Equipment Received
3-25/1	CLOTHING - Office Dress Standards	ADM 7/100	Standards of Office Dress
3-25/2	CLOTHING - Uniform	ADM 9/123	Uniform
3-30/1	COMPUTER EQUIPMENT AND SUPPLIES - Estimates	ADM 14/123	Estimates of Computer Equipment
3-30/2	COMPUTER EQUIPMENT AND SUPPLIES - Procurement	ADM 1/10/123	Procurement of Computer Equipment
3-30/3	COMPUTER EQUIPMENT AND SUPPLIES - Provision of Chinese Word Processing Equipment for General Grades Staff	ADM 2/10/123	Provision of Chinese Word Processing Equipment and Training for General Grades Staff [Training matter should be put under 5-95 'TRAINING AND DEVELOPMENT'.]
3-30/4	COMPUTER EQUIPMENT AND SUPPLIES - Toner Cartridges Recycling	ADM 12/115	Collection of Used Empty Toner Cartridges
3-35/1	FURNITURE AND FURNISHINGS - Office Furniture Estimates	ADM 3/123	Estimates of Office Furniture and Office Equipment [Matters related to office equipment should be put under 3-45 'OFFICE MACHINE AND EQUIPMENT'.]
3-35/2	FURNITURE AND FURNISHINGS - Procurement of Office Furniture	ADM 1/3/123	Procurement of Office Furniture and Facsimile Machine [Matters related to Facsimile machine should be put under 3-45 'OFFICE MACHINE AND EQUIPMENT'.]
3-40/1	MEDICAL EQUIPMENT AND SUPPLIES - Replenishment of First Aid Box Items	ADM 4/123	Replenishment of First Aid Box Items
3-45/1	OFFICE MACHINE AND EQUIPMENT - Estimates	ADM 3/123	Estimates of Office Furniture and Office Equipment [Matters related to office furniture should be put under 3-35 'FURNITURE AND FURNISHINGS'.]

New File No.	New File Name	Old File No.	Old File Name
3-45/2	OFFICE MACHINE AND EQUIPMENT - Procurement of Facsimile Machine	ADM 1/3/123	Procurement of Office Furniture and Facsimile Machine [Matters related to office furniture should be put under 3-35 'FURNITURE AND FURNISHINGS'.]
3-45/3	OFFICE MACHINE AND EQUIPMENT - Facsimile Machine Maintenance Service Agreements	ADM 2/3/123	Maintenance Agreements for Facsimile Machine
3-50/1	PRINTING - Forecast	ADM 7/123	Forecast of Printing Requirement
3-50/2	PRINTING - List of Service Providers	ADM 1/7/123	List of Service Providers
3-50/3	PRINTING - Departmental Annual Report	ADM 2/7/123	Printing of Departmental Annual Report
3-55/1	RECREATIONAL EQUIPMENT AND SUPPLIES - Staff Recreation Room	ADM 18/123	Equipment for Staff Recreation Room
3-60/1	SECURITY EQUIPMENT AND SUPPLIES - Safe and Strong Room	ADM 19/123	Safe / Strong Room
3-60/2	SECURITY EQUIPMENT AND SUPPLIES - Card Reader System	ADM 10/123	Card Reader System
3-65/1	STATIONERY - Chops	ADM 11/123	Chops
3-65/2	STATIONERY - Name Card	ADM 13/123	Name Card
3-70/1	TECHNICAL EQUIPMENT AND SUPPLIES - Disabled Officer Aids	ADM 7/117	Technical Aids for Officers with a Disability
3-75/1	VEHICLES - Requirement	ADM 12/123	Requirement of Vehicle
Schedule 4 FINANCE			
4-5/1 C	FINANCE - Specimen Signature Card	ADM 3/102	Specimen Signature Card [Note: This is a confidential file.]
4-5/2	FINANCE - Government Financial Management Information System (GFMIS)	ADM 9/101	Government Financial Management Information System Finance / Administration
4-10/1	ACCOUNTS AND ACCOUNTING - Account Codes	ADM 1/112	Account Codes
4-15/1	ACCOUNTS PAYABLE - Postage Charges	ADM 4/122	Postage
4-15/2	ACCOUNTS PAYABLE - Telephone and Facsimile Lines Charges	ADM 6/122	Charges for Telephone / Facsimile Lines
4-15/3	ACCOUNTS PAYABLE - Overseas Fax Charges	ADM 7/122	Charges for Overseas Fax
4-20/1	ACCOUNTS RECEIVABLE - Department Revenue Register (DRR)	ADM 1/132	Department Revenue Register (DRR)
4-20/2	ACCOUNTS RECEIVABLE - Daily Collection Book Reconciliation	ADM 2/132	Daily Collection Book Reconciliation
4-25/1	ADVANCES - Staff Salary	ADM 9/117	Advance Salary
4-25/2	ADVANCES - Sub-imprest	ADM 1/122	Sub-imprest
4-30/1	ALLOWANCES - Overtime Allowance	ADM 1/147	Overtime Allowance
4-30/2	ALLOWANCES - School Passage Allowance	ADM 11/117	Pension - W & O, school passage allowance etc. [Widows and Orphans Pension Scheme should be put under 4-70 'INSURANCE'.]

New File No.	New File Name	Old File No.	Old File Name
4-30/3	ALLOWANCES - Supplementary Travel Allowance (STA)	ADM 10/122	Home-to-office Traveling Expenses Allowance [Reimbursement of home-to-office travelling expenses should be put under 4-50 'CLAIMS'.]
4-35/1	AUDITS - Internal Audit	ADM 3/202	Internal Audit
4-40/1	BANKS AND BANKING - XXX Deposit Account	ADM 1/192	XXX Deposit Account
4-40/2	BANKS AND BANKING - YYY Bank Pick up Services Arrangement	ADM 2/192	New Arrangement with YYY Bank Pick up Services
4-45/1	BUDGETS - Annual Estimates	ADM 2/112	Annual Estimates
4-45/2 (09-10)	BUDGETS - Resource Allocation Exercise (RAE) (2009-10)	ADM 3/112	Resource Allocation Exercise (RAE) 2009-2010
4-50/1	CLAIMS - Air Ticket	ADM 9/122	Air Ticket
4-50/2	CLAIMS - Reimbursement of Home-to-office Travelling Expenses	ADM 10/122	Home-to-office Traveling Expenses Allowance [Supplementary Travel Allowance should be put under 4-30 'ALLOWANCES'.]
4-55/1	EXPENDITURE CONTROL - A Branch	ADM 7/112	Expenditure Control of A Branch
4-55/2	EXPENDITURE CONTROL - B Branch	ADM 8/112	Expenditure Control of B Branch
4-60/1	FEES AND CHARGES - Central Administrative Overheads	ADM 1/162	Central Administrative Overheads
4-60/2	FEES AND CHARGES - Estimated Administrative Fees	ADM 2/162	Calculation of Estimated Administrative Fees
4-60/3	FEES AND CHARGES - Interest on Arrears of Revenue	ADM 7/132	Interest on Arrears of Revenue
4-65/1	GRANTS AND FUNDS - Allocation Warrant Management	ADM 9/112	Issue and Receipt of Allocation Warrant
4-70/1	INSURANCE - Widows and Orphans Pension Scheme	ADM 11/117	Pension - W & O, school passage allowance etc. [School passage allowance should be put under 4-30 'ALLOWANCES'.]
4-75/1	PENSION - Mandatory Provident Fund (MPF)	ADM 12/117	Mandatory Provident Fund (MPF)
4-75/2	PENSION - Civil Service Provident Fund (CSPF)	ADM 13/117	Civil Service Provident Fund (CSPF)
4-80/1	RETURNS AND STATEMENTS - Revenue Receipts (GF 177) Monthly Return	ADM 10/132	Monthly Return on Revenue Receipts (GF 177)
4-85/1	SALARIES - Mid-point Salary Tables	ADM 5/102	Mid-point Salary Tables
Schedule 5 PERSONNEL			
5-5/1	ACCIDENTS AND INJURIES - Employees' Compensation	ADM 27/110	Employees' Compensation
5-10/1	APPOINTMENTS AND POSTING - Temporary Secretariat Attachment	ADM 8/117	Temporary Secretariat Attachment
5-10/2	APPOINTMENTS AND POSTING - Staff Transfer and Posting	ADM 3/117	Transfer and Posting of Staff
5-15/1	AWARDS AND HONOURS - Civil Service Outstanding Service Award	ADM 5/147	Civil Service Outstanding Service Award
5-15/2	AWARDS AND HONOURS - Commendation Letters	ADM 7/147	Commendation Letters
5-15/3	AWARDS AND HONOURS - Long and Meritorious Service Certificates	ADM 8/147	Long and Meritorious Service Certificates
5-20/1	CONDUCT AND DISCIPLINE - Category A Officers	ADM 1/307	Discipline - Category A Officers

New File No.	New File Name	Old File No.	Old File Name
5-25/1 RS	EMPLOYMENT AND RECRUITMENT - Medical Examination	ADM 4/117	Medical Examination [Note: This is a restricted (staff) file.]
5-25/2	EMPLOYMENT AND RECRUITMENT - Non-civil Service Contract Staff (NCSC Staff) Employment	ADM 5/117	Employment of Non-civil Service Contract Staff
5-25/3	EMPLOYMENT AND RECRUITMENT - Quarterly Return of Disabled Persons Employed in the Civil Service	ADM 21/117	Quarterly Returns on Disabled Persons Employed in the Civil Service
5-30/1	ESTABLISHMENT - Business Distribution	ADM 1/1/117	Distribution of Business
5-30/2	ESTABLISHMENT - Duty Lists	ADM 2/1/117	Duty Lists
5-30/3	ESTABLISHMENT - Post Creation and Deletion	ADM 0/117	Creation and Deletion of Posts
5-35/1	HEALTH AND SAFETY - Occupational Health and Safety	ADM 2/137	Occupational Health and Safety
5-35/2	HEALTH AND SAFETY - Smoke-free Workplace	ADM 3/137	Smoke-free Workplace
5-40/1	HOURS OF WORK AND OVERTIME - Time Off	ADM 1/187	Time Off
5-40/2	HOURS OF WORK AND OVERTIME - Five-day week	ADM 16/110	Five-day week
5-40/3	HOURS OF WORK AND OVERTIME - Outside Work Application	ADM 2/187	Application for Outside Work
5-45/1	HUMAN RESOURCES PLANNING - Human Resource Management Initiatives	ADM 31/117	Human Resource Management Initiatives
5-45/2	HUMAN RESOURCES PLANNING - X Grade Manpower Planning	ADM 32/117	Manpower Planning for X Grade
5-50/1	LEAVE - Sick Leave	ADM 1/407	Sick Leave
5-50/2	LEAVE - Vacation Leave	ADM 2/407	Vacation Leave
5-55/1	PERFORMANCE APPRAISAL - General Grades Staff Reports	ADM 2/517	General Grades Staff Reports
5-60/1	PROMOTIONS AND EXAMINATIONS - X Grade Promotion	ADM 51/117	Promotion of X Grade
5-65/1	RECREATION AND WELFARE - Staff Welfare Fund	ADM 26/117	Staff Welfare Fund
5-65/2	RECREATION AND WELFARE - Staff Relief Fund	ADM 27/117	Staff Relief Fund
5-70/1	STAFF RELATIONS - Secretary for the Civil Service Meetings	ADM 2/217	Meetings with the Secretary for the Civil Service
5-75/1/0	STAFF RELATIONS - APPEALS AND GRIEVANCES - Sexual Harassment - Complaints Handling Policy	ADM 2/109	Sexual Harassment Complaints Handling Policy
5-75/1/1 C	STAFF RELATIONS - APPEALS AND GRIEVANCES - Sexual Harassment - Complaints	ADM 1/2/109	Sexual Harassment Complaints [Note: This is a confidential file.]
5-75/2/0	STAFF RELATIONS - APPEALS AND GRIEVANCES - Equal Opportunities - Complaints Handling Policy	ADM 4/119	Equal Opportunities Complaints [Complaint matters related to public should be put under 1-70 'COMPLAINTS'.]
5-75/2/1 C	STAFF RELATIONS - APPEALS AND GRIEVANCES - Equal Opportunities - Complaints		[Note: This is a confidential file.]
5-80/1	STAFF RELATIONS - UNION - X Grade	ADM 6/119	Union Matters of X Grade

New File No.	New File Name	Old File No.	Old File Name
5-85/1 C	STAFF SECURITY - Integrity Checking	ADM 5/119	Integrity Checking [Note: This is a confidential file.]
5-90/1	TERMINATION OF SERVICE - Valedictory Letters	ADM 4/457	Retirement Valedictory Letters
5-90/2	TERMINATION OF SERVICE - Resignation	ADM 1/457	Resignation
5-90/3	TERMINATION OF SERVICE - Retirement	ADM 2/457	Retirement
5-95/1	TRAINING AND DEVELOPMENT - Training Estimates	ADM 1/337	Forecast of Training Estimates
5-95/2	TRAINING AND DEVELOPMENT - General Grades Staff Chinese Word Processing Training	ADM 3/337	Provision of Chinese Word Processing Equipment and Training for General Grades Staff [Equipment matters should be put under 3-30 'COMPUTER EQUIPMENT AND SUPPLIES'.]
5-95/3	TRAINING AND DEVELOPMENT - Training for General Registry Staff	ADM 5/337	Training for Staff of General Registry
Schedule 6 INFORMATION SYSTEMS AND SERVICES			
6-5/1/0	ACCESS - Code on Access to Information - Policy	ADM 14/100	Code on Access to Information
6-5/1/1 (09-10)	ACCESS - Code on Access to Information - Request (2009-10)	ADM 1/220	Request for Access to Information (2009-2010)
6-10/1	ARCHIVES - Archival Records Transfer to Government Records Service	ADM 0/220	Transfer of Archival Records to Government Records Service
6-15/1/1	ELECTRONIC DATA PROCESSING MANAGEMENT - Government Financial Management Information System (GFMS) - System Development	ADM 1/9/101	Development of Government Financial Management Information System (GFMS)
6-15/1/2	ELECTRONIC DATA PROCESSING MANAGEMENT - Government Financial Management Information System (GFMS) - Administration	ADM 2/9/101	Administration of Government Financial Management Information System (GFMS)
6-15/2	ELECTRONIC DATA PROCESSING MANAGEMENT - Lotus Notes E-Mail System	ADM 10/101	Lotus Notes E-Mail System
6-20/1/0	INFORMATION SERVICES - Request for Information - Policy	ADM 22/100	Policy on Providing Information
6-20/1/1	INFORMATION SERVICES - Request for Information - Government Departments	ADM 1/230	Request for Information from Government Departments
6-20/1/2	INFORMATION SERVICES - Request for Information - Members of Public	ADM 2/230	Request for Information/Assistance from Members of Public
6-20/2	INFORMATION SERVICES - Gazette Notices	ADM 57/110	Gazettes
6-20/3	INFORMATION SERVICES - Department Homepage	ADM 11/101	ABC Department Homepage
6-25/1	INFORMATION SERVICES - ADVERTISING - Publicity Material	ADM 13/101	Publicity Material
6-30/1	INFORMATION SERVICES - AUDIOVISUAL AIDS - XXX Video Tape Production	ADM 12/101	Production of Video Tapes on XXX
6-35/1	INFORMATION SERVICES - BOOKS AND PUBLICATIONS - Government Telephone Directory	ADM 55/110	Government Telephone Directory
6-35/2	INFORMATION SERVICES - BOOKS AND PUBLICATIONS - Population By-Census and Other Statistical Data Compiled by the Census and Statistics Department	ADM 1/10/110	Population By-Census and Other Statistical data Compiled by the Census and Statistics Department
6-40/1	INFORMATION SERVICES - EXHIBITIONS - Video Show	ADM 74/110	Video Show
6-45/1	INFORMATION SERVICES - PRESS CLIPPINGS - Paper Cuttings Service	ADM 75/110	Paper Cuttings Service

New File No.	New File Name	Old File No.	Old File Name
6-45/2	INFORMATION SERVICES - PRESS CLIPPINGS - Electronic Press Cuttings Service	ADM 76/110	Electronic Press Cuttings Service
6-50/1	INFORMATION SERVICES - PRESS CONFERENCES AND RELEASES - Press Releases	ADM 77/110	Press Releases
6-55/1	LIBRARY SERVICES - Magazine Subscription	ADM 20/123	Subscription to Magazine
6-55/2	LIBRARY SERVICES - Internal Reference Library Inventory	ADM 1/1/113	Inventory of Internal Reference Library
6-60/1	RECORDS MANAGEMENT - Bar-coding File Management System (BCFMS)	ADM 1/240	Bar-coding File Management System (BCFMS)
6-60/2	RECORDS MANAGEMENT - Review of Departmental Records Classification	ADM 2/240	Review of Departmental Records Classification Scheme
6-60/3	RECORDS MANAGEMENT - Records Disposal	ADM 3/240	Disposal of Records
6-60/4	RECORDS MANAGEMENT - Departmental Forms Review and Updating	ADM 4/240	Review and Updating of Departmental Forms
6-60/5	RECORDS MANAGEMENT - E-mail Management	ADM 1/10/101	Management of Lotus Notes Mails

Note: This sample conversion table is prepared for reference only.

Sample Prospective File List

New File Reference No.	New File Title	Old File Reference No.
<u>1-5 ACCIDENTS</u>		
ABC GR/1-5/1/0	ACCIDENTS - Government Property - Policy	3/796/1
ABC GR/1-5/1/1	ACCIDENTS - Government Property - Investigation and Report	3/796/2
ABC GR/1-5/2/0	ACCIDENTS - Traffic Accident - Policy	4/796/1
ABC GR/1-5/2/1	ACCIDENTS - Traffic Accident - Investigation and Report	4/796/2
<u>1-20 ASSOCIATIONS AND CLUBS</u>		
ABC GR/1-20/1	ASSOCIATIONS AND CLUBS - Hong Kong Chinese Civil Servants Association	3/601
<u>1-25 BADGES, EMBLEMS, FLAGS</u>		
ABC GR/1-25/1	BADGES, EMBLEMS, FLAGS - Government and Departmental Logo	143/819
ABC GR/1-25/2	BADGES, EMBLEMS, FLAGS - Flying of Flags and Emblems	156/819
ABC GR/1-25/3	BADGES, EMBLEMS, FLAGS - Name Plates & Badges	14/649
<u>1-45 CHARITY</u>		
ABC GR/1-45/1	CHARITY - The Community Chest of Hong Kong	47/819
ABC GR/1-45/1/1	CHARITY - The Community Chest of Hong Kong - Civil Service Walk for Charity	47/819/1



Standard Form for BCFMS Support Service

Please return the completed form to EU by fax at **2865 4482**. For any enquiries, please contact our Helpdesk at **2520 0423** or **2520 0431**.

General Information

Department : _____ Registry : _____

Agency Code : _____ Contact Person : _____

Tel. No. : _____ Fax No. : _____

Address : _____

Detail of Problems/ Requests:

Signature of responsible officer

Post title : _____

Date : _____

For EU use only

Done by: _____ Date: _____ Action: _____

To: Departmental Records Manager
(Attn.:)

**Quarterly Return on Implementation Progress
of the Standard Classification Scheme for Administrative Records**

Office/Section: _____
(as at)

Stage	Action	Target Completion Date	In Progress/ Completed
1.	Separate administrative subject files from other files with a view to preparing a list of existing administrative files		
2.	Match the existing administrative files with the appropriate primary subject terms set out in the standard classification scheme		
3.	Code the new files		
4.	Prepare a prospective file list based on the work completed in Stages 2 and 3		
5.	Revise file code tier structure of BCFMS, if necessary		
6.	Fix the implementation date for the new classification scheme and carry out the preparation work		
7.	Implement the new classification scheme		

Signature: _____

Name/Post: _____

File ref.: _____

Date: _____