

Circular Memorandum

From : Director of Administration To : Distribution
Ref. : CSO/AW L/M 1/2011
Tel. No. : 2810 3838
Fax. No. : 2877 0802
Date : 31 October 2011

Sharing Good Records Management Practices with Government-owned or Funded Statutory Bodies

This circular memorandum announces the publication of a document entitled “Good Records Management Practices” (accessible at http://www.grs.gov.hk/ws/xj6KgE73/grmp_c.pdf (Chinese version) and http://www.grs.gov.hk/ws/xj6KgE73/grmp_e.pdf (English version)) for reference by government-owned or funded statutory bodies^{Note}. Bureaux and departments (B/Ds) are invited to issue the publication to government-owned or funded statutory bodies under their purview in the interest of sharing good records management practices with them.

Importance of Good Records Management

2. Records are valuable assets of organizations. In the Government, they support evidence-based decision making, meet operational and regulatory requirements and are essential for an open and accountable government. Good and proper records management enhances operational efficiency and effectiveness while minimising costs.

3. In recent years, there has been increasing public interest in records management not only in the Government but also in statutory bodies. Recognizing that records management is an important function of an organization, we see merits in sharing good records management practices with government-owned or funded statutory bodies with a view to strengthening corporate governance and promoting good records management for these bodies.

^{Note} The scope of the government-owned or funded statutory bodies covered by this Circular Memorandum is the same as that of General Circular No. 8/2008 entitled “Governance of Government-owned or Funded Statutory Bodies”.

The Publication

4. By setting out the principles and good practices relating to records management, and providing checklist and guidelines, the publication “Good Records Management Practices” aims to help government-owned or funded statutory bodies and their staff to assess the way in which they are managing their records and to pursue improvements if necessary. In addition, the publication provides guidelines for these bodies to refer, on a voluntary basis and subject to appraisal of the relevant records by the Public Records Office (PRO) of Government Records Service, their archival records to PRO for permanent preservation as part of Hong Kong’s documentary heritage.

5. To facilitate your issuance of the publication to government-owned or funded statutory bodies under your purview, we have prepared a sample letter at **Annex I** (a copy in MS Word format can be downloaded from http://grs.host.ccgo.hksarg/doc/grmp_annex_I.doc) for your reference. For reference purpose, you are requested to provide a list of bodies which you have distributed the publication by completing and forwarding the proforma at **Annex II** (a copy in MS Word format can be downloaded from http://grs.host.ccgo.hksarg/doc/grmp_annex_II.doc) to the Government Records Service by fax (no. 2463 5200) or e-mail (rmaoinfo@grs.gov.hk) not later than 31 December 2011.

Enquiries

6. Enquiries on this circular memorandum should be addressed to Chief Executive Officer (Records Management and Administration) or Senior Executive Officer (Records Management) of the Government Records Service, Chief Secretary for Administration’s Office at 2195 7818 or 2195 7789 respectively.

(Miss Jennifer Mak)
Director of Administration

Distribution

Permanent Secretaries
Heads of Departments

c.c. Judiciary Administrator

Sample Letter to Government-owned or Funded Statutory Bodies

Good Records Management Practices

Records are valuable assets of organizations. Good records management not only helps protect records but also enhances organizations' operational efficiency. Recognizing the importance of good records management and preserving Hong Kong's documentary heritage, the Government of the Hong Kong Special Administrative Region has developed its records management policy and procedures with regard to international standard and best practices.

As records management is an important function of an organization, we believe that good and proper recordkeeping is evidence of a well-governed organization and should be seen as an integral part of, rather than incidental to, any business. In terms of strengthening corporate governance and promoting good management practices, we see merits in sharing good records management practices and procedures with government-owned or funded statutory bodies. To this end, the Government has prepared a publication entitled *Good Records Management Practices* for the reference of your organization. The publication is accessible at http://www.grs.gov.hk/ws/xj6KgE73/grmp_c.pdf (Chinese version) and http://www.grs.gov.hk/ws/xj6KgE73/grmp_e.pdf (English version).

By setting out the principles and good practices relating to records management, and providing checklist and guidelines on records management, the publication aims to help you and your staff to assess the way in which you are managing your records and to pursue improvements if necessary. In addition, the publication provides guidelines for you to refer, on a voluntary basis and subject to appraisal of the relevant records by the Public Records Office (PRO) of Government Records Service, your archival records to PRO for permanent preservation as part of Hong Kong's documentary heritage.

You are kindly invited to circulate the publication as widely as possible and encourage the adoption of good records management practices in your organization, particularly among the management team and staff who are responsible for records and information management in your organization. We believe that adoption of good records management practices will not only help strengthen records management, but also enhance governance and operational efficiency of your organization.

If you have any queries or require any further assistance, please feel free to contact Miss Annie Loo, Chief Executive Officer (Records Management and Administration), Chief Secretary for Administration's Office at 2195 7818.

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Yours sincerely,

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