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Replies to initial written questions raised by Finance Committee Members in examining the Estimates of Expenditure 2018-19

Director of Bureau : Director of Administration

Session No. : 3

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CONTROLLING OFFICER'S REPLY

CSO002

(Question Serial No. 1599)

Head: (142) Government Secretariat: Offices of the Chief Secretary for Administration and the Financial Secretary

Subhead (No. & title): (000) Operational expenses

Programme: (2) Government Records Service

Controlling Officer: Director of Administration (Ms Kitty CHOI)

Director of Bureau: Director of Administration

Question:

According to the Programme, it is the responsibility of the Government Records Service (GRS) to identify and preserve records of archival value, valuable government publications and printed materials and provide storage and disposal services for inactive records. In this regard, please:

- (1) List in tabular form the total number (and linear metres) of records, publications and printed materials transferred or pending transfer by Government departments that were appraised by the GRS in the past year;
- (2) List in tabular form the total number (and linear metres) of records, publications and printed materials transferred by Government departments that were retained and preserved by the GRS in the past year; and
- (3) List in tabular form the total number (and linear metres) of records, publications and printed materials identified by Government departments that were approved for destruction by the GRS in the past year.

Asked by: Hon CHAN Chi-chuen (Member Question No. (LegCo use): 24)

Reply:

- (1) The numbers and linear metres (lm) of records appraised, transferred to the Government Records Service (GRS) for permanent preservation and approved for destruction in 2017 are as follows -

| Year | Records appraised | | Records transferred to GRS for permanent preservation | | Records approved for destruction* | |
|------|-------------------|-------|---|-----|-----------------------------------|--------|
| | No. | lm | No. | lm | No. ('000) | lm |
| 2017 | 75 376 | 2 339 | 50 655 | 614 | 103 550 | 67 955 |

**All requests for destruction of records are processed in accordance with the requirements set out in the corresponding records retention and disposal schedules. The decision as to whether records were of no archival value or having potential archival value had been made when the relevant disposal schedules were drawn up. For time-expired records having no archival value, the approval of the GRS Director must be obtained prior to their physical destruction. For those having potential archival value, they would be appraised again by the Public Records Office of the GRS and only those confirmed to be of no archival value would be approved for destruction by the GRS Director.*

The routine records (mainly programme records) of 10 departments took up 94% of the number of the records (62% of lm) in this column. They include computer printouts of tax-related systems from the Inland Revenue Department, arrival and departure cards from the Immigration Department, public files of companies registered under Companies Ordinance from the Companies Registry, various types of trade-related documents and cargo manifests from the Census and Statistics Department, the Trade and Industry Department and the Customs and Excise Department, operating records of health service centres and request forms for laboratory tests from the Department of Health, records relating to applications for vehicle registration and licence from the Transport Department, various general and departmental forms from the Hong Kong Police Force, and application forms for library card and financial and accounting records from the Leisure and Cultural Services Department.

- (2) As for publications and printed materials, the Central Preservation Library for Government Publications (CPL) selects and preserves government publications and printed materials with permanent value. A copy of new publication and printed material will be forwarded by bureaux and departments (B/Ds) to the CPL for selection. The CPL is not responsible for granting approval for destruction of B/Ds' library items but will select suitable library items for preservation. The numbers of publications and printed materials received for selection and preserved by the CPL in 2017 are 1 422 and 550 respectively. We do not keep statistics in "linear metre" for selected items.

- End -

CONTROLLING OFFICER'S REPLY

CSO003

(Question Serial No. 1600)

Head: (142) Government Secretariat: Offices of the Chief Secretary for Administration and the Financial Secretary

Subhead (No. & title): (000) Operational expenses

Programme: (2) Government Records Service

Controlling Officer: Director of Administration (Ms Kitty CHOI)

Director of Bureau: Director of Administration

Question:

(1) With the advancement of information technology as well as the implementation of government-wide initiative of going paperless, there is a change in the way government servants communicate with one another. In addition to the increasing number of electronic copies of policy documents, communication by electronic mail (e-mail) has become an alternative conduit for government officials to exchange views on policies. In this regard, has the Government Records Service (GRS) considered how it can handle electronic records by drawing reference to the practices of overseas governments? Is there any need for keeping e-mail records exchanged among officials so that they can serve as a source of reference for the study of policies in future?

(2) Has the Government put in place any guidelines on the disposal of electronic document records? Have tens of thousands of electronic records been destroyed without any guidance since the implementation of the e-Government programmes for so many years?

(3) Will the electronic recordkeeping system to be implemented by the GRS in 11 bureaux/departments cover records of electronic communications which are not in paper form?

(4) Regarding records destruction, has the GRS developed a classification system for such records with a view to finding out which departments and types of the documents were involved in loss or unauthorised destruction of records cases, so as to avoid the loss of truth in case important classified documents with archival value are lost deliberately?

Asked by: Hon CHAN Chi-chuen (Member Question No. (LegCo use): 25)

Reply:

(1) & (2)

The Government Records Service (GRS) has made continuous efforts to develop standards and guidelines on the proper management of electronic records for compliance by bureaux/departments (B/Ds). In developing the guidelines, the GRS has made reference to relevant guidelines and best practices of overseas jurisdictions. These guidelines include *A Handbook on Preservation of Electronic Records*, *Functional Requirements of an Electronic Recordkeeping System*, *Recordkeeping Metadata Standard for the Government of the Hong Kong Special Administrative Region*, *Guidelines on Mapping out Implementation of an Electronic Recordkeeping System in the Context of Developing Organisational Electronic Information Management Strategies*, *A Handbook on Records Management Practices and Guidelines for an Electronic Recordkeeping System* and *Guidelines for Managing Records in a Hybrid Environment* and so on. They have been uploaded to a dedicated theme page on electronic records management on the Government intranet as well as the GRS Internet website to facilitate easy access by Government servants.

Besides, in respect of the handling of electronic mail (e-mail), the Administration Wing formulated the *Guideline on the Management of Electronic Mail* in 2001 to help B/Ds identify, create, file and manage e-mail records. The Guideline stipulates that B/Ds are required to print-and-file e-mail records for storage and management before the full implementation of an electronic recordkeeping system (ERKS). In the light of the advancement of technology and the increasing use of electronic messages in various forms among B/Ds for official business communication, the Guideline was updated and renamed as the *Guideline on the Management of Electronic Messages* by the GRS in December 2017. The new guideline serves to enhance B/Ds' awareness of the management of electronic message records (including e-mail records) and remind Government servants of the need to capture electronic message records created and received in the course of official business for proper storage and management in the departmental recordkeeping system.

In accordance with the Government's policy and requirements on records management, B/Ds are required to develop and establish a comprehensive records management programme, taking their unique business and records management needs into account, so as to ensure safe custody of all electronic and non-electronic records, prevent loss of records and facilitate investigations into incidents in relation to loss or unauthorised destruction of records. Disposal of records (including electronic records) is made by B/Ds having regard to the administrative, operational, fiscal and legal requirements and archival value of the records. All requests for destruction of records are processed in accordance with the requirements set out in the corresponding records retention and disposal schedules approved by the GRS. The decision as to whether records are of archival value or having potential archival value was made when the relevant disposal schedules were drawn up. For time-expired records having no archival value, the GRS Director's agreement would be required prior to their destruction. For those having potential archival value, they would be appraised again by the GRS. Time-expired records having archival value would be identified and transferred to the GRS for permanent retention, and only those confirmed to be of no archival value would be agreed by the GRS Director for destruction.

- (3) ERKS is a computer system designed for records management. It manages both electronic and non-electronic records in an integrated and consistent manner. It features a comprehensive range of functions, including the organisation, classification and capturing of both electronic and non-electronic records in a systematic approach; prevention against inadvertent or unauthorised alteration, deletion and retrieval of records; and effective management of the disposal of records, which includes transfer of electronic records having archival value through electronic means to the GRS for permanent retention or the direct destruction of electronic records with no archival value upon agreement of the GRS Director. While staff of B/Ds are responsible for implementing ERKS in their respective organisations, the GRS will provide assistance and support to put the system into implementation.
- (4) The Government is committed to identifying and preserving government records having archival value so as to enhance public awareness of Hong Kong's documentary heritage. In the course of records disposal (including the destruction of records), B/Ds will first classify the records into administrative and programme records, and dispose of the time-expired records according to the disposal arrangements set out in the relevant records retention and disposal schedules.

In accordance with the mandatory requirements set out in the "General Circular No. 2/2009" issued by the Government in April 2009, any loss or unauthorised destruction of records in B/Ds are required to be immediately reported to their respective Departmental Records Manager (DRM) with a copy of such report sent to the GRS in parallel. Upon receipt of such report, the DRM is required to:

- (a) ascertain the facts and identify the circumstances leading to the loss or unauthorised destruction;
- (b) reconstruct the records where necessary;
- (c) take steps to prevent recurrence;
- (d) consider whether any disciplinary action or other administrative action is necessary; and
- (e) report his findings and actions on (a) to (d) above to the GRS within 3 months.

The above measures enable the GRS to monitor the appropriateness of the follow-up actions taken by B/Ds in respect of investigation of cases of loss or unauthorised destruction of records, acquire the information or business nature of the records involved, and make improvement recommendations to the relevant B/Ds from the records management perspective.

- End -

CONTROLLING OFFICER'S REPLY

CSO006

(Question Serial No. 0719)

Head: (142) Government Secretariat: Offices of the Chief Secretary for Administration and the Financial Secretary

Subhead (No. & title): (000) Operational expenses

Programme: (2) Government Records Service

Controlling Officer: Director of Administration (Ms Kitty CHOI)

Director of Bureau: Director of Administration

Question:

It is the requirement of the Government Records Service that bureaux/departments (B/Ds) should dispose of time-expired records at least once every two years. Will the Government please list the numbers and categories of records that B/Ds had applied for deferral of transfer, as well as the numbers and categories of such applications approved for each of the past 5 years?

Asked by: Hon CHAN Tanya (Member Question No. (LegCo use): 11)

Reply:

Bureaux/Departments (B/Ds) are required to transfer time-expired records having archival value or potential archival value to the Government Records Service (GRS) for permanent retention or appraisal according to the General Administrative Records Disposal Schedules developed by the GRS and record disposal schedules approved by the GRS. Before March 2014, if there were valid reasons to defer the transfer of the relevant records by more than 2 years, B/Ds should set them out in writing for agreement by a directorate officer in the B/D concerned. However, starting from March 2014, the Government has tightened the above requirements. Applications for deferral of transfer of records must be agreed in writing by a directorate officer in the B/D concerned at the level of deputy secretary/deputy head of department and the GRS should be consulted in advance.

Applications for deferral of transfer of records are classified into 2 categories, administrative records and programme records. As applications for deferral of transfer of records were handled internally by B/Ds and needed not be submitted to the GRS before the requirements were tightened in March 2014, the GRS does not have relevant information before this date. From March 2014 to the end of 2017, the GRS received a total of 102 applications for deferral of transfer of records. Apart from 4 applications which are still being processed, only 11 out of the 98 completed applications involving 361 records were approved based on sufficient grounds. For example, if a record contains information concerning unresolved matters that may have financial or legal implications, it may

constitute reasonable grounds for deferral of transfer. Information such as the numbers of applications and approved cases as well as the category of records during the aforementioned period is set out in the following table:

| Year | Applicant Department | Number of Applications for Deferral of Transfer | | | Number of Completed Cases | Number of Approvals | | |
|----------------------|--|---|------------------------|-------------------|---------------------------|---------------------|------------------------|-------------------|
| | | Cases | Administrative Records | Programme Records | | Cases | Administrative Records | Programme Records |
| 2014 (from March) | Financial Services and the Treasury Bureau | 1 | - | 8 | 1 | - | - | - |
| | Government Laboratory | 2 | - | 4 575 | 2 | - | - | - |
| | Home Affairs Department | 2 | - | 2 | 2 | 2 | - | 2 |
| | Housing Department | 1 | - | 4 | 1 | - | - | - |
| | Highways Department | 1 | 8 | 105 | 1 | - | - | - |
| | Transport Department | 1 | - | 54 | 1 | - | - | - |
| 2015 | Home Affairs Department | 3 | - | 260 | 3 | - | - | - |
| | Housing Department | 18 | - | 3 644 | 18 | 5 | - | 284 |
| | Hong Kong Police Force | 1 | - | 11 | 1 | - | - | - |
| | Lands Department | 1 | - | 306 | 1 | - | - | - |
| | Leisure and Cultural Services Department | 35 | 195 | - | 35 | - | - | - |
| | Rating and Valuation Department | 1 | 357 | - | 1 | - | - | - |
| | Security Bureau | 4 | - | 75 | 4 | 4 | - | 75 |
| | Transport Department | 2 | 21 | - | 2 | - | - | - |
| 2016 | Architectural Services Department | 1 | - | 1 150 | 1 | - | - | - |
| | Civil Engineering and Development Department | 1 | - | 46 | 1 | - | - | - |
| | Department of Justice | 1 | - | 8 | 1 | - | - | - |
| | Education Bureau | 1 | - | 1 | 1 | - | - | - |
| | Home Affairs Department | 1 | - | 30 | 1 | - | - | - |
| | Housing Department | 6 | - | 812 | 6 | - | - | - |
| | Hong Kong Police Force | 1 | 1 | - | 1 | - | - | - |
| | Leisure and Cultural Services Department | 5 | 66 | - | 5 | - | - | - |

| Year | Applicant Department | Number of Applications for Deferral of Transfer | | | Number of Completed Cases | Number of Approvals | | |
|------------------|--|---|------------------------|-------------------|---------------------------|---------------------|------------------------|-------------------|
| | | Cases | Administrative Records | Programme Records | | Cases | Administrative Records | Programme Records |
| 2016 (cont'd) | Security Bureau | 1 | - | 11 | 1 | - | - | - |
| | Transport Department | 4 | - | 74 | 4 | - | - | - |
| 2017 | Leisure and Cultural Services Department | 7 | 47 | 39 | 3 | - | - | - |
| Total | | 102 | 695 | 11 215 | 98 | 11 | - | 361 |

- End -

CONTROLLING OFFICER'S REPLY**CSO007****(Question Serial No. 0720)**

Head: (142) Government Secretariat: Offices of the Chief Secretary for Administration and the Financial Secretary

Subhead (No. & title): (000) Operational expenses

Programme: (2) Government Records Service

Controlling Officer: Director of Administration (Ms Kitty CHOI)

Director of Bureau: Director of Administration

Question:

Quantity of records approved for destruction of individual departments in the past 5 years

Regarding Programme (2) Government Records Service, please set out in tabular form the details of (i) programme records (names of records, covering periods of the records, numbers and linear metres of records, numbers of confidential documents) and (ii) administrative records (names of records, covering periods of the records, numbers and linear metres of records, numbers of confidential documents) approved for destruction of the following bureaux or departments in the past 5 years. Please also list the estimated expenditure for 2018-19.

(Year)

| | Programme records | | | | Administrative records | | | |
|--|-------------------|--------------------------------|-------------------------------------|----------------------------------|------------------------|--------------------------------|-------------------------------------|----------------------------------|
| | Name of records | Covering period of the records | Number and linear metres of records | Number of confidential documents | Name of records | Covering period of the records | Number and linear metres of records | Number of confidential documents |
| Chief Executive's Office | | | | | | | | |
| Agriculture, Fisheries and Conservation Department | | | | | | | | |
| Architectural Services Department | | | | | | | | |
| Audit Commission | | | | | | | | |
| Auxiliary Medical Service | | | | | | | | |
| Buildings Department | | | | | | | | |

| | | | | | | | | |
|--|--|--|--|--|--|--|--|--|
| Census and Statistics Department | | | | | | | | |
| Civil Aid Service | | | | | | | | |
| Civil Aviation Department | | | | | | | | |
| Civil Engineering and Development Department | | | | | | | | |
| Correctional Services Department | | | | | | | | |
| Customs and Excise Department | | | | | | | | |
| Department of Health | | | | | | | | |
| Department of Justice | | | | | | | | |
| Drainage Services Department | | | | | | | | |
| Electrical and Mechanical Services Department | | | | | | | | |
| Environmental Protection Department | | | | | | | | |
| Fire Services Department | | | | | | | | |
| Food and Environmental Hygiene Department | | | | | | | | |
| General Expenses of the Civil Service | | | | | | | | |
| Government Flying Service | | | | | | | | |
| Government Laboratory | | | | | | | | |
| Government Logistics Department | | | | | | | | |
| Government Property Agency | | | | | | | | |
| Civil Service Bureau | | | | | | | | |
| Commerce and Economic Development Bureau (Commerce, Industry and Tourism Branch) | | | | | | | | |

| | | | | | | | | |
|--|--|--|--|--|--|--|--|--|
| Commerce and Economic Development Bureau (Communications and Creative Industries Branch) | | | | | | | | |
| Constitutional and Mainland Affairs Bureau | | | | | | | | |
| Development Bureau (Planning and Lands Branch) | | | | | | | | |
| Development Bureau (Works Branch) | | | | | | | | |
| Education Bureau | | | | | | | | |
| Environment Bureau | | | | | | | | |
| Financial Services and the Treasury Bureau (Financial Services Branch) | | | | | | | | |
| Financial Services and the Treasury Bureau (The Treasury Branch) | | | | | | | | |
| Food and Health Bureau (Food Branch) | | | | | | | | |
| Food and Health Bureau (Health Branch) | | | | | | | | |
| Home Affairs Bureau | | | | | | | | |
| Innovation and Technology Bureau | | | | | | | | |
| Innovation and Technology Commission | | | | | | | | |
| Labour and Welfare Bureau | | | | | | | | |
| Office of the Government Chief Information Officer | | | | | | | | |
| Offices of the Chief Secretary for Administration and the Financial Secretary | | | | | | | | |
| Overseas Economic and Trade Offices | | | | | | | | |

| | | | | | | | | |
|--|--|--|--|--|--|--|--|--|
| Security Bureau | | | | | | | | |
| Transport and Housing Bureau (Transport Branch) | | | | | | | | |
| Highways Department | | | | | | | | |
| Home Affairs Department | | | | | | | | |
| Hong Kong Observatory | | | | | | | | |
| Hong Kong Police Force | | | | | | | | |
| Housing Department | | | | | | | | |
| Immigration Department | | | | | | | | |
| Independent Commission Against Corruption | | | | | | | | |
| Independent Police Complaints Council | | | | | | | | |
| Information Services Department | | | | | | | | |
| Inland Revenue Department | | | | | | | | |
| Intellectual Property Department | | | | | | | | |
| Invest Hong Kong | | | | | | | | |
| Joint Secretariat for the Advisory Bodies on Civil Service and Judicial Salaries and Conditions of Service | | | | | | | | |
| Judiciary | | | | | | | | |
| Labour Department | | | | | | | | |
| Lands Department | | | | | | | | |
| Legal Aid Department | | | | | | | | |
| Legislative Council Commission | | | | | | | | |
| Leisure and Cultural Services Department | | | | | | | | |
| Marine Department | | | | | | | | |
| Miscellaneous Services | | | | | | | | |

| | | | | | | | | |
|--|--|--|--|--|--|--|--|--|
| Office for Film, Newspaper and Article Administration | | | | | | | | |
| Office of The Ombudsman | | | | | | | | |
| Official Receiver's Office | | | | | | | | |
| Pensions | | | | | | | | |
| Planning Department | | | | | | | | |
| Public Service Commission Secretariat | | | | | | | | |
| Radio Television Hong Kong | | | | | | | | |
| Rating and Valuation Department | | | | | | | | |
| Registration and Electoral Office | | | | | | | | |
| Secretariat, Commissioner on Interception of Communications and Surveillance | | | | | | | | |
| Social Welfare Department | | | | | | | | |
| Trade and Industry Department | | | | | | | | |
| Transport Department | | | | | | | | |
| Treasury | | | | | | | | |
| University Grants Committee | | | | | | | | |
| Water Supplies Department | | | | | | | | |
| Working Family and Student Financial Assistance Agency | | | | | | | | |

Asked by: Hon CHAN Tanya (Member Question No. (LegCo use): 12)

Reply:

Disposal of government records is made by bureaux/departments (B/Ds) having regard to the administrative, operational, fiscal and legal requirements and archival values of the records. All requests for destruction of records are processed in accordance with the requirements set out in the corresponding records retention and disposal schedules approved by the Government Records Service (GRS). The decision as to whether records were having archival value or potential archival value had been made when the relevant disposal schedules were drawn up. For time-expired records having no archival value, the GRS Director's agreement would be required prior to their physical destruction. Time-expired records having archival value would be identified and transferred to the GRS for permanent retention, and only those confirmed to be of no archival value would be agreed by the GRS Director for destruction. The quantities of time-expired records destroyed fluctuate over the years depending on the nature of business of individual B/Ds as well as the numbers of records to be disposed of in a year.

To enhance transparency on records disposal, the GRS launched in 2016 a central platform on its website (http://www.grs.gov.hk/en/destruction_of_records_in_the_government.html) for each individual B/D to publish its records destruction information, including the types, quantities and contents/subject matters of the records approved for destruction, on an annual basis. Information on records approved for destruction by B/Ds for each year will be published on the platform in around April of the following year. The information for 2015 and 2016 is now available on the platform for public inspection.

Under the current records management system, individual B/Ds are required to retain permanently their disposal requests and related processing records, including the names and covering periods of disposed records. Therefore, the GRS does not maintain separately statistics on the names and covering periods of records destroyed by individual B/Ds. Moreover, government records are categorised into several different security classifications. The GRS does not maintain statistics on the different security classifications of B/Ds' records which are approved for destruction (such as "confidential" mentioned in the question). Separately, individual B/Ds are responsible for deployment of their own resources to carry out destruction of their time-expired records in accordance with a set of mandatory procedures after obtaining the agreement of the GRS Director. Hence, the GRS does not have information on the estimated expenditures of B/Ds for the destruction of their records in 2018-19.

The quantities of B/Ds' programme and administrative records approved for destruction in the past 5 years are set out as follows:

2013

| B/Ds ^{Note 1} | Programme records | | Administrative records | |
|--|-------------------|--------------|------------------------|--------------|
| | Number of records | Linear metre | Number of records | Linear metre |
| Agriculture, Fisheries and Conservation Department | 3 571 | 107.51 | 918 | 50.84 |
| Architectural Services Department | 2 865 | 109.01 | 1 030 | 140.86 |
| Audit Commission | 0 | 0 | 65 | 5.50 |

| B/Ds ^{Note 1} | Programme records | | Administrative records | |
|--|-------------------|--------------|------------------------|--------------|
| | Number of records | Linear metre | Number of records | Linear metre |
| Auxiliary Medical Service | 0 | 0 | 49 | 1.85 |
| Buildings Department | 9 431 | 386.00 | 6 090 | 6.52 |
| Census and Statistics Department | 267 969 | 345.35 | 22 027 | 31.77 |
| Central Policy Unit | 0 | 0 | 0 | 0 |
| Chief Executive's Office | 0 | 0 | 0 | 0 |
| Chief Secretary for Administration's Office | 36 327 | 41.93 | 1 087 | 55.87 |
| Civil Aid Service | 0 | 0 | 4 | 0.20 |
| Civil Aviation Department | 0 | 0 | 14 505 | 76.20 |
| Civil Engineering and Development Department | 19 453 | 1 079.58 | 137 | 6.74 |
| Civil Service Bureau | 1 798 | 46.60 | 2 995 | 49.29 |
| Commerce and Economic Development Bureau ^{Note 2} | 6 141 | 46.12 | 910 | 40.42 |
| Companies Registry | 12 543 | 35.67 | 16 | 0.73 |
| Constitutional and Mainland Affairs Bureau | 0 | 0 | 0 | 0 |
| Correctional Services Department | 4 909 | 105.55 | 9 488 | 46.77 |
| Customs and Excise Department | 2 796 164 | 1 382.61 | 431 | 18.13 |
| Department of Health | 1 297 725 | 729.43 | 23 794 | 198.38 |
| Department of Justice | 18 984 | 905.99 | 1 607 | 24.05 |
| Development Bureau ^{Note 3} | 1 | 0.33 | 0 | 0 |
| Drainage Services Department | 152 | 9.43 | 1 080 | 34.13 |
| Education Bureau | 8 474 | 343.37 | 13 475 | 423.37 |
| Electrical and Mechanical Services Department | 45 561 | 126.86 | 9 378 | 34.93 |
| Environment Bureau/Environmental Protection Department | 4 069 | 44.67 | 5 001 103 | 343.00 |
| Financial Secretary's Office | 0 | 0 | 122 | 6.55 |
| Financial Services and the Treasury Bureau ^{Note 4} | 1 231 | 51.34 | 2 064 | 36.22 |
| Fire Services Department | 43 548 | 386.83 | 168 962 | 292.19 |
| Food and Environmental Hygiene Department | 226 462 | 788.88 | 42 111 | 524.42 |
| Food and Health Bureau ^{Note 5} | 0 | 0 | 268 | 17.16 |
| Government Flying Service | 175 | 6.42 | 0 | 0 |
| Government Laboratory | 0 | 0 | 0 | 0 |

| B/Ds ^{Note 1} | Programme records | | Administrative records | |
|--|-------------------|--------------|------------------------|--------------|
| | Number of records | Linear metre | Number of records | Linear metre |
| Government Logistics Department | 12 233 | 427.88 | 82 363 | 545.53 |
| Government Property Agency | 0 | 0 | 0 | 0 |
| Highways Department | 7 169 | 269.04 | 6 104 | 73.89 |
| Home Affairs Bureau | 46 199 | 14.00 | 621 | 27.21 |
| Home Affairs Department | 7 316 | 110.39 | 3 439 | 153.46 |
| Hong Kong Monetary Authority | 0 | 0 | 0 | 0 |
| Hong Kong Observatory | 0 | 0 | 0 | 0 |
| Hong Kong Police Force | 1 022 148 | 5 251.19 | 33 417 | 629.63 |
| Hongkong Post | 7 | 0.40 | 61 571 | 134.37 |
| Immigration Department | 35 850 351 | 1 749.33 | 8 331 | 239.94 |
| Independent Commission Against Corruption | 0 | 0 | 5 | 0.10 |
| Information Services Department | 25 | 1.01 | 269 | 9.72 |
| Inland Revenue Department | 5 033 083 | 4 006.19 | 240 | 11.99 |
| Intellectual Property Department | 0 | 0 | 0 | 0 |
| InvestHK | 0 | 0 | 0 | 0 |
| Joint Secretariat for the Advisory Bodies on Civil Service and Judicial Salaries and Conditions of Service | 133 | 1.24 | 50 | 1.55 |
| Judiciary | 0 | 0 | 2 685 | 96.57 |
| Labour and Welfare Bureau | 2 378 | 116.85 | 315 | 16.36 |
| Labour Department | 361 044 | 834.74 | 1 345 | 67.56 |
| Land Registry | 794 | 46.00 | 10 757 | 46.66 |
| Lands Department | 80 | 0.53 | 793 766 | 463.36 |
| Legal Aid Department | 36 910 | 684.54 | 32 786 | 26.68 |
| Leisure and Cultural Services Department | 268 323 | 464.53 | 29 699 | 431.70 |
| Marine Department | 22 613 | 287.65 | 153 638 | 103.74 |
| Office of the Communications Authority ^{Note 6} | 19 | 1.03 | 15 199 | 29.50 |
| Official Receiver's Office | 8 782 | 621.00 | 17 | 0.85 |
| Planning Department | 681 | 35.51 | 323 | 15.34 |
| Public Service Commission | 0 | 0 | 0 | 0 |
| Radio Television Hong Kong | 0 | 0 | 741 | 24.59 |

| B/Ds ^{Note 1} | Programme records | | Administrative records | |
|--|-------------------|--------------|------------------------|--------------|
| | Number of records | Linear metre | Number of records | Linear metre |
| Rating and Valuation Department | 6 901 | 230.60 | 912 | 47.55 |
| Registration and Electoral Office | 11 645 | 4 384.20 | 5 545 | 24.42 |
| Secretariat, Commissioner on Interception of Communications and Surveillance | 0 | 0 | 12 | 0.58 |
| Security Bureau | 996 | 16.14 | 705 | 37.59 |
| Social Welfare Department | 538 524 | 2 736.72 | 36 034 | 297.05 |
| Student Financial Assistance Agency ^{Note 7} | 802 247 | 1 541.53 | 785 | 40.97 |
| Trade and Industry Department | 4 284 512 | 2 719.75 | 68 | 3.55 |
| Transport and Housing Bureau (Housing)/Housing Department | 21 907 | 1 708.26 | 256 008 | 311.08 |
| Transport and Housing Bureau (Transport Branch) | 0 | 0 | 209 | 12.26 |
| Transport Department | 559 695 | 736.15 | 1 343 | 68.75 |
| Treasury | 349 855 | 902.43 | 0 | 0 |
| University Grants Committee Secretariat | 0 | 0 | 26 | 1.33 |
| Water Supplies Department | 16 510 | 275.33 | 1 788 | 28.55 |

2014

| B/Ds ^{Note 1} | Programme records | | Administrative records | |
|--|-------------------|--------------|------------------------|--------------|
| | Number of records | Linear metre | Number of records | Linear metre |
| Agriculture, Fisheries and Conservation Department | 1 739 | 29.90 | 2 601 | 166.58 |
| Architectural Services Department | 8 051 | 623.70 | 1 828 | 270.02 |
| Audit Commission | 883 | 35.80 | 0 | 0 |
| Auxiliary Medical Service | 1 280 | 15.55 | 0 | 0 |
| Buildings Department | 688 575 | 217.00 | 91 322 | 61.29 |
| Census and Statistics Department | 5 544 398 | 891.01 | 676 | 30.98 |
| Central Policy Unit | 0 | 0 | 251 | 11.54 |
| Chief Executive's Office | 390 | 1.00 | 142 | 6.80 |
| Chief Secretary for Administration's Office | 2 | 0.10 | 16 523 | 41.45 |

| B/Ds ^{Note 1} | Programme records | | Administrative records | |
|--|-------------------|--------------|------------------------|--------------|
| | Number of records | Linear metre | Number of records | Linear metre |
| Civil Aid Service | 0 | 0 | 5 | 0.25 |
| Civil Aviation Department | 0 | 0 | 74 | 2.97 |
| Civil Engineering and Development Department | 16 918 | 692.85 | 1 325 | 67.87 |
| Civil Service Bureau | 415 | 16.20 | 70 358 | 135.93 |
| Commerce and Economic Development Bureau ^{Note 2} | 692 | 34.96 | 1 874 | 35.62 |
| Companies Registry | 5 417 002 | 4 947.32 | 3 471 | 39.59 |
| Constitutional and Mainland Affairs Bureau | 3 | 0.17 | 2 130 | 3.26 |
| Correctional Services Department | 12 099 | 201.95 | 39 226 | 145.31 |
| Customs and Excise Department | 2 595 835 | 1 375.29 | 44 892 | 78.51 |
| Department of Health | 1 523 249 | 754.37 | 6 033 | 26.49 |
| Department of Justice | 55 322 | 1 083.97 | 684 | 23.65 |
| Development Bureau ^{Note 3} | 798 | 26.67 | 65 | 5.20 |
| Drainage Services Department | 4 076 | 242.25 | 5 247 | 219.75 |
| Education Bureau | 65 808 | 523.45 | 4 271 | 190.18 |
| Electrical and Mechanical Services Department | 254 001 | 110.50 | 1 468 | 56.32 |
| Environment Bureau/Environmental Protection Department | 15 877 | 52.66 | 887 | 10.42 |
| Financial Secretary's Office | 2 | 0.12 | 192 | 11.71 |
| Financial Services and the Treasury Bureau ^{Note 4} | 3 398 | 142.26 | 1 021 | 31.63 |
| Fire Services Department | 12 725 | 151.77 | 65 022 | 115.64 |
| Food and Environmental Hygiene Department | 178 033 | 475.43 | 59 267 | 281.92 |
| Food and Health Bureau ^{Note 5} | 0 | 0 | 898 | 45.30 |
| Government Flying Service | 0 | 0 | 354 | 7.25 |
| Government Laboratory | 20 233 | 930 | 0 | 0 |
| Government Logistics Department | 2 167 | 54.20 | 38 642 | 95.03 |
| Government Property Agency | 36 | 1.88 | 136 | 5.44 |
| Highways Department | 27 161 | 827.47 | 26 256 | 70.01 |
| Home Affairs Bureau | 1 213 | 16.93 | 614 | 29.84 |
| Home Affairs Department | 17 828 | 627.28 | 4 254 | 123.78 |
| Hong Kong Monetary Authority | 0 | 0 | 0 | 0 |

| B/Ds ^{Note 1} | Programme records | | Administrative records | |
|--|-------------------|--------------|------------------------|--------------|
| | Number of records | Linear metre | Number of records | Linear metre |
| Hong Kong Observatory | 0 | 0 | 1 | 0.01 |
| Hong Kong Police Force | 1 378 869 | 5 340.87 | 20 384 | 356.93 |
| Hongkong Post | 50 | 2.47 | 1 563 | 65.96 |
| Immigration Department | 39 168 494 | 43 370.71 | 21 379 | 186.86 |
| Independent Commission Against Corruption | 2 | 0.07 | 559 | 24.73 |
| Information Services Department | 631 | 17.34 | 119 | 5.95 |
| Inland Revenue Department | 24 370 890 | 6 437.87 | 16 | 0.46 |
| Intellectual Property Department | 9 635 | 127.00 | 1 783 | 19.21 |
| InvestHK | 695 | 17.73 | 33 | 4.75 |
| Joint Secretariat for the Advisory Bodies on Civil Service and Judicial Salaries and Conditions of Service | 4 | 0.14 | 0 | 0 |
| Judiciary | 52 | 20.50 | 11 114 | 19.87 |
| Labour and Welfare Bureau | 503 | 25.00 | 0 | 0 |
| Labour Department | 704 098 | 1 035.24 | 176 461 | 165.32 |
| Land Registry | 1 415 | 63.60 | 5 | 0.16 |
| Lands Department | 467 826 | 211.89 | 21 178 | 29.85 |
| Legal Aid Department | 132 445 | 879.79 | 3 820 | 9.67 |
| Leisure and Cultural Services Department | 243 155 | 321.04 | 91 507 | 1 037.47 |
| Marine Department | 15 878 | 113.14 | 2 127 746 | 715.99 |
| Office of the Communications Authority ^{Note 6} | 288 | 3.10 | 2 659 | 3.00 |
| Official Receiver's Office | 11 950 | 688.34 | 0 | 0 |
| Planning Department | 5 333 | 101.09 | 6 868 | 10.87 |
| Public Service Commission | 560 | 5.60 | 26 | 1.27 |
| Radio Television Hong Kong | 0 | 0 | 752 | 39.26 |
| Rating and Valuation Department | 21 142 | 312.77 | 707 | 35.07 |
| Registration and Electoral Office | 323 085 | 903.40 | 536 | 2.02 |
| Secretariat, Commissioner on Interception of Communications and Surveillance | 0 | 0 | 0 | 0 |
| Security Bureau | 23 553 | 54.00 | 27 | 1.18 |
| Social Welfare Department | 413 006 | 1 949.20 | 8 586 | 258.05 |

| B/Ds ^{Note 1} | Programme records | | Administrative records | |
|---|-------------------|--------------|------------------------|--------------|
| | Number of records | Linear metre | Number of records | Linear metre |
| Student Financial Assistance Agency ^{Note 7} | 368 290 | 1 097.04 | 85 | 5.10 |
| Trade and Industry Department | 4 051 720 | 1 482.95 | 45 | 2.50 |
| Transport and Housing Bureau (Housing)/Housing Department | 375 768 | 2 510.93 | 7 454 | 308.31 |
| Transport and Housing Bureau (Transport Branch) | 0 | 0 | 636 | 25.67 |
| Transport Department | 629 520 | 766.13 | 527 | 24.29 |
| Treasury | 2 546 | 136.06 | 430 | 21.73 |
| University Grants Committee Secretariat | 0 | 0 | 0 | 0 |
| Water Supplies Department | 5 874 | 319.67 | 949 | 29.13 |

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| B/Ds ^{Note 1} | Programme records | | Administrative records | |
|--|-------------------|--------------|------------------------|--------------|
| | Number of records | Linear metre | Number of records | Linear metre |
| Agriculture, Fisheries and Conservation Department | 25 431 | 149.79 | 3 947 | 73.03 |
| Architectural Services Department | 9 624 | 351.35 | 797 | 83.17 |
| Audit Commission | 327 | 47.91 | 132 | 8.53 |
| Auxiliary Medical Service | 42 | 1.70 | 0 | 0 |
| Buildings Department | 24 126 | 1 723.10 | 7 286 | 10.02 |
| Census and Statistics Department | 5 614 550 | 1 098.28 | 2 418 | 98.15 |
| Central Policy Unit | 0 | 0 | 14 | 0.70 |
| Chief Executive's Office | 0 | 0 | 255 | 12.70 |
| Chief Secretary for Administration's Office | 1 193 | 37.13 | 3 628 | 22.97 |
| Civil Aid Service | 0 | 0 | 7 | 0.35 |
| Civil Aviation Department | 69 | 20.00 | 0 | 0 |
| Civil Engineering and Development Department | 10 751 | 482.82 | 2 123 | 108.02 |
| Civil Service Bureau | 97 869 | 206.41 | 23 855 | 32.41 |
| Commerce and Economic Development Bureau ^{Note 2} | 1 981 | 104.24 | 27 776 | 126.51 |
| Companies Registry | 6 726 102 | 7 205.93 | 148 | 7.40 |
| Constitutional and Mainland Affairs Bureau | 0 | 0 | 41 | 0.69 |

| B/Ds ^{Note 1} | Programme records | | Administrative records | |
|--|-------------------|--------------|------------------------|--------------|
| | Number of records | Linear metre | Number of records | Linear metre |
| Correctional Services Department | 56 434 | 697.32 | 293 | 10.17 |
| Customs and Excise Department | 535 427 | 933.30 | 2 215 | 77.05 |
| Department of Health | 2 261 187 | 1 451.94 | 14 402 | 44.52 |
| Department of Justice | 784 | 16.32 | 5 605 | 31.48 |
| Development Bureau ^{Note 3} | 158 | 6.57 | 98 | 4.96 |
| Drainage Services Department | 5 724 | 271.51 | 595 | 27.32 |
| Education Bureau | 89 362 | 312.85 | 4 489 | 220.97 |
| Electrical and Mechanical Services Department | 52 779 | 155.03 | 9 205 | 40.10 |
| Environment Bureau/Environmental Protection Department | 2 747 | 17.12 | 4 023 252 | 357.73 |
| Financial Secretary's Office | 0 | 0 | 0 | 0 |
| Financial Services and the Treasury Bureau ^{Note 4} | 4 590 | 125.82 | 1 659 | 22.31 |
| Fire Services Department | 2 175 050 | 365.07 | 37 663 | 136.84 |
| Food and Environmental Hygiene Department | 549 672 | 314.83 | 98 666 | 464.75 |
| Food and Health Bureau ^{Note 5} | 0 | 0 | 858 | 35.52 |
| Government Flying Service | 11 | 0.66 | 499 | 11.67 |
| Government Laboratory | 0 | 0 | 0 | 0 |
| Government Logistics Department | 4 743 | 69.47 | 473 | 27.34 |
| Government Property Agency | 1 | 0.05 | 0 | 0 |
| Highways Department | 46 560 | 859.61 | 5 721 | 99.66 |
| Home Affairs Bureau | 132 247 | 695.88 | 19 009 | 94.48 |
| Home Affairs Department | 38 962 | 511.78 | 6 806 | 322.71 |
| Hong Kong Monetary Authority | 0 | 0 | 3 | 0.14 |
| Hong Kong Observatory | 1 | 0.05 | 0 | 0 |
| Hong Kong Police Force | 1 182 866 | 6 108.22 | 23 349 | 280.77 |
| Hongkong Post | 462 | 31.92 | 59 119 | 905.86 |
| Immigration Department | 33 962 643 | 10 011.79 | 128 101 | 155.86 |
| Independent Commission Against Corruption | 0 | 0 | 5 031 | 18.18 |
| Information Services Department | 1 140 | 25.23 | 7 951 | 47.04 |
| Inland Revenue Department | 35 733 058 | 5 660.57 | 232 | 10.16 |

| B/Ds ^{Note 1} | Programme records | | Administrative records | |
|--|-------------------|--------------|------------------------|--------------|
| | Number of records | Linear metre | Number of records | Linear metre |
| Innovation and Technology Bureau ^{Note 8} | 0 | 0 | 135 | 6.75 |
| Intellectual Property Department | 82 270 | 997.67 | 662 | 6.17 |
| InvestHK | 614 | 13.34 | 0 | 0 |
| Joint Secretariat for the Advisory Bodies on Civil Service and Judicial Salaries and Conditions of Service | 445 | 8.54 | 0 | 0 |
| Judiciary | 0 | 0 | 293 | 10.74 |
| Labour and Welfare Bureau | 899 | 40.69 | 86 | 4.05 |
| Labour Department | 657 341 | 1 134.27 | 47 103 | 196.05 |
| Land Registry | 2 293 | 67.58 | 48 | 2.31 |
| Lands Department | 11 414 | 87.27 | 501 | 25.80 |
| Legal Aid Department | 28 548 | 965.34 | 4 594 | 15.79 |
| Leisure and Cultural Services Department | 179 629 | 916.20 | 73 001 | 665.53 |
| Marine Department | 3 928 | 123.69 | 2 325 434 | 95.23 |
| Office of the Communications Authority ^{Note 6} | 32 530 | 131.07 | 409 | 3.91 |
| Official Receiver's Office | 5 540 | 261.67 | 51 | 2.55 |
| Planning Department | 5 438 | 104.23 | 2 559 | 24.27 |
| Public Service Commission | 0 | 0 | 205 | 10.25 |
| Radio Television Hong Kong | 739 | 23.92 | 473 | 22.31 |
| Rating and Valuation Department | 51 764 | 99.31 | 101 | 4.88 |
| Registration and Electoral Office | 177 038 | 175.50 | 252 | 10.71 |
| Secretariat, Commissioner on Interception of Communications and Surveillance | 0 | 0 | 4 | 0.18 |
| Security Bureau | 2 345 | 64.20 | 449 | 15.85 |
| Social Welfare Department | 253 574 | 2 138.96 | 16 709 | 162.49 |
| Trade and Industry Department | 5 316 276 | 2 293.51 | 999 | 52.13 |
| Transport and Housing Bureau (Housing)/Housing Department | 142 740 | 2 539.30 | 18 616 | 156.68 |
| Transport and Housing Bureau (Transport Branch) | 0 | 0 | 131 | 4.89 |

| B/Ds ^{Note 1} | Programme records | | Administrative records | |
|--|-------------------|--------------|------------------------|--------------|
| | Number of records | Linear metre | Number of records | Linear metre |
| Transport Department | 393 833 | 389.40 | 2 455 | 115.12 |
| Treasury | 29 812 | 133.42 | 540 | 23.28 |
| University Grants Committee Secretariat | 108 | 25.10 | 0 | 0 |
| Water Supplies Department | 3 861 | 170.57 | 633 | 24.08 |
| Working Family and Student Financial Assistance Agency | 1 139 055 | 2 290.34 | 849 | 40.64 |

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| B/Ds ^{Note 1} | Programme records | | Administrative records | |
|--|-------------------|--------------|------------------------|--------------|
| | Number of records | Linear metre | Number of records | Linear metre |
| Agriculture, Fisheries and Conservation Department | 8 647 | 94.21 | 51 627 | 89.64 |
| Architectural Services Department | 3 497 | 326.05 | 1 316 | 65.00 |
| Audit Commission | 0 | 0 | 2 374 | 10.80 |
| Auxiliary Medical Service | 579 | 5.82 | 54 | 2.39 |
| Buildings Department | 131 484 | 3 035.63 | 0 | 0 |
| Census and Statistics Department | 5 258 763 | 1 135.98 | 55 984 | 84.53 |
| Central Policy Unit | 0 | 0 | 2 204 | 17.60 |
| Chief Executive's Office | 20 449 | 104.16 | 268 | 12.36 |
| Chief Secretary for Administration's Office | 146 | 1.15 | 2 667 | 34.19 |
| Civil Aid Service | 0 | 0 | 251 | 10.04 |
| Civil Aviation Department | 31 | 7.98 | 61 588 | 124.40 |
| Civil Engineering and Development Department | 9 327 | 479.84 | 1 478 | 67.73 |
| Civil Service Bureau | 38 394 | 62.35 | 3 337 | 35.28 |
| Commerce and Economic Development Bureau ^{Note 2} | 79 | 3.95 | 1 491 | 61.52 |
| Companies Registry | 1 849 580 | 2 315.77 | 51 117 | 28.58 |
| Constitutional and Mainland Affairs Bureau | 0 | 0 | 112 | 2.52 |
| Correctional Services Department | 51 917 | 1 082.28 | 40 116 | 120.12 |
| Customs and Excise Department | 4 460 442 | 2 496.65 | 58 060 | 63.04 |
| Department of Health | 4 213 324 | 1 238.51 | 6 818 | 177.62 |
| Department of Justice | 3 812 | 141.35 | 778 | 32.42 |

| B/Ds ^{Note 1} | Programme records | | Administrative records | |
|--|-------------------|--------------|------------------------|--------------|
| | Number of records | Linear metre | Number of records | Linear metre |
| Development Bureau ^{Note 3} | 1 | 0.05 | 4 667 | 27.00 |
| Drainage Services Department | 8 674 | 486.22 | 6 305 | 303.28 |
| Education Bureau | 62 520 | 279.68 | 2 459 | 110.86 |
| Electrical and Mechanical Services Department | 257 020 | 179.44 | 748 | 22.42 |
| Environment Bureau/Environmental Protection Department | 17 517 | 136.65 | 3 206 | 61.24 |
| Financial Secretary's Office | 5 | 0.28 | 43 | 2.74 |
| Financial Services and the Treasury Bureau ^{Note 4} | 337 | 5.38 | 1 589 | 48.91 |
| Fire Services Department | 502 575 | 383.39 | 52 700 | 276.34 |
| Food and Environmental Hygiene Department | 229 957 | 1 156.04 | 656 664 | 596.38 |
| Food and Health Bureau ^{Note 5} | 0 | 0 | 432 | 22.91 |
| Government Flying Service | 204 | 9.03 | 188 | 8.22 |
| Government Laboratory | 19 799 | 905.10 | 0 | 0 |
| Government Logistics Department | 0 | 0 | 3 319 | 28.95 |
| Government Property Agency | 0 | 0 | 268 | 10.72 |
| Highways Department | 46 788 | 553.16 | 13 991 | 147.97 |
| Home Affairs Bureau | 54 692 | 242.95 | 22 375 | 62.11 |
| Home Affairs Department | 11 249 | 147.21 | 21 688 | 131.88 |
| Hong Kong Monetary Authority | 0 | 0 | 35 | 2.02 |
| Hong Kong Observatory | 6 | 0.20 | 84 | 1.66 |
| Hong Kong Police Force | 1 051 104 | 4 351.07 | 238 367 | 885.60 |
| Hongkong Post | 211 | 5.72 | 111 262 | 433.77 |
| Immigration Department | 42 709 841 | 7 791.03 | 58 315 | 411.48 |
| Independent Commission Against Corruption | 4 108 | 53.93 | 711 | 33.81 |
| Information Services Department | 535 | 14.28 | 504 | 26.69 |
| Inland Revenue Department | 25 936 346 | 5 687.05 | 7 989 | 13.62 |
| Innovation and Technology Bureau ^{Note 8} | 8 485 | 182.92 | 745 | 30.46 |
| Intellectual Property Department | 6 734 | 129.33 | 378 | 5.63 |
| InvestHK | 230 | 5.90 | 59 | 1.25 |

| B/Ds ^{Note 1} | Programme records | | Administrative records | |
|--|-------------------|--------------|------------------------|--------------|
| | Number of records | Linear metre | Number of records | Linear metre |
| Joint Secretariat for the Advisory Bodies on Civil Service and Judicial Salaries and Conditions of Service | 134 | 1.24 | 34 | 1.37 |
| Judiciary | 158 | 20.43 | 9 634 | 78.95 |
| Labour and Welfare Bureau | 0 | 0 | 93 | 4.18 |
| Labour Department | 874 511 | 1 476.58 | 3 196 | 104.42 |
| Land Registry | 924 850 | 241.19 | 523 | 22.14 |
| Lands Department | 5 668 | 50.34 | 1 389 | 49.16 |
| Legal Aid Department | 29 440 | 794.51 | 699 | 32.64 |
| Leisure and Cultural Services Department | 797 380 | 1 457.93 | 268 819 | 756.26 |
| Marine Department | 7 738 | 269.55 | 611 | 25.66 |
| Office of the Communications Authority ^{Note 6} | 2 958 | 19.11 | 2 706 | 100.77 |
| Official Receiver's Office | 12 335 | 1 013.33 | 138 | 8.23 |
| Planning Department | 14 510 | 313.58 | 717 | 36.86 |
| Public Service Commission | 368 | 3.68 | 364 | 16.80 |
| Radio Television Hong Kong | 0 | 0 | 115 | 4.20 |
| Rating and Valuation Department | 68 920 | 481.32 | 4 833 | 43.62 |
| Registration and Electoral Office | 983 764 | 435.64 | 91 | 5.97 |
| Secretariat, Commissioner on Interception of Communications and Surveillance | 0 | 0 | 7 | 0.35 |
| Security Bureau | 92 | 4.02 | 639 | 37.96 |
| Social Welfare Department | 306 260 | 1 199.37 | 63 051 | 486.78 |
| Trade and Industry Department | 5 200 187 | 2 145.28 | 1 128 | 46.20 |
| Transport and Housing Bureau (Housing)/Housing Department | 175 009 | 1 199.47 | 7 333 | 238.90 |
| Transport and Housing Bureau (Transport Branch) | 0 | 0 | 69 | 3.06 |
| Transport Department | 4 026 791 | 1 215.73 | 568 | 32.65 |
| Treasury | 45 518 | 174.86 | 39 | 1.79 |
| University Grants Committee Secretariat | 1 | 0.05 | 25 | 1.25 |
| Water Supplies Department | 6 307 | 289.48 | 914 | 30.73 |

| B/Ds ^{Note 1} | Programme records | | Administrative records | |
|--|-------------------|--------------|------------------------|--------------|
| | Number of records | Linear metre | Number of records | Linear metre |
| Working Family and Student Financial Assistance Agency | 401 311 | 1 585.23 | 2 116 | 84.80 |

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| B/Ds ^{Note 1} | Programme records | | Administrative records | |
|--|-------------------|--------------|------------------------|--------------|
| | Number of records | Linear metre | Number of records | Linear metre |
| Agriculture, Fisheries and Conservation Department | 2 191 | 24.05 | 5 696 | 47.31 |
| Architectural Services Department | 7 619 | 406.57 | 1 648 | 172.10 |
| Audit Commission | 0 | 0 | 6 604 | 5.64 |
| Auxiliary Medical Service | 5 | 0.23 | 2 | 0.08 |
| Buildings Department | 54 596 | 869.42 | 19 046 | 78.61 |
| Census and Statistics Department | 5 858 021 | 1 334.65 | 129 289 | 113.17 |
| Central Policy Unit | 0 | 0 | 6 | 0.27 |
| Chief Executive's Office | 0 | 0 | 112 | 5.55 |
| Chief Secretary for Administration's Office | 287 | 3.44 | 6 529 | 76.35 |
| Civil Aid Service | 25 | 1.00 | 368 | 14.72 |
| Civil Aviation Department | 228 | 20.77 | 442 | 17.68 |
| Civil Engineering and Development Department | 5 605 | 312.31 | 29 257 | 119.25 |
| Civil Service Bureau | 288 349 | 477.53 | 3 204 | 65.41 |
| Commerce and Economic Development Bureau ^{Note 2} | 41 | 3.10 | 374 | 16.44 |
| Companies Registry | 2 296 086 | 2 740.96 | 8 703 | 84.23 |
| Constitutional and Mainland Affairs Bureau | 0 | 0 | 932 | 2.52 |
| Correctional Services Department | 28 994 | 816.26 | 17 518 | 36.18 |
| Customs and Excise Department | 3 374 571 | 3 436.41 | 4 598 | 120.14 |
| Department of Health | 3 985 661 | 1 747.87 | 27 908 | 144.11 |
| Department of Justice | 5 914 | 40.45 | 3 352 | 32.22 |
| Development Bureau ^{Note 3} | 0 | 0 | 164 | 10.06 |
| Drainage Services Department | 6 819 | 279.48 | 5 582 | 55.31 |
| Education Bureau | 118 887 | 415.94 | 2 786 | 91.91 |
| Electrical and Mechanical Services Department | 34 406 | 297.46 | 8 971 | 210.89 |

| B/Ds ^{Note 1} | Programme records | | Administrative records | |
|--|-------------------|--------------|------------------------|--------------|
| | Number of records | Linear metre | Number of records | Linear metre |
| Environment Bureau/Environmental Protection Department | 8 449 | 56.05 | 37 931 | 132.69 |
| Financial Secretary's Office | 0 | 0 | 188 | 2.06 |
| Financial Services and the Treasury Bureau ^{Note 4} | 2 323 | 89.16 | 9 937 | 42.82 |
| Fire Services Department | 658 769 | 753.08 | 50 507 | 362.47 |
| Food and Environmental Hygiene Department | 702 068 | 1 612.44 | 72 648 | 294.20 |
| Food and Health Bureau ^{Note 5} | 117 | 5.85 | 0 | 0 |
| Government Flying Service | 0 | 0 | 133 | 6.00 |
| Government Laboratory | 19 520 | 903.60 | 0 | 0 |
| Government Logistics Department | 5 565 | 257.34 | 71 | 1.70 |
| Government Property Agency | 2 802 | 6.00 | 31 | 1.24 |
| Highways Department | 22 753 | 465.80 | 54 971 | 233.33 |
| Home Affairs Bureau | 32 500 | 22.03 | 13 754 | 12.14 |
| Home Affairs Department | 17 840 | 315.32 | 16 963 | 168.57 |
| Hong Kong Monetary Authority | 0 | 0 | 12 | 0.64 |
| Hong Kong Observatory | 0 | 0 | 2 363 | 1.50 |
| Hong Kong Police Force | 2 336 399 | 6 770.19 | 244 773 | 1 031.33 |
| Hongkong Post | 539 | 21.31 | 33 942 | 661.82 |
| Immigration Department | 41 669 963 | 8 238.12 | 98 958 | 734.85 |
| Independent Commission Against Corruption | 38 540 | 140.10 | 2 575 | 54.25 |
| Information Services Department | 842 | 13.20 | 299 | 11.77 |
| Inland Revenue Department | 28 396 541 | 10 546.22 | 153 250 | 25.07 |
| Innovation and Technology Bureau ^{Note 8} | 2 060 | 48.74 | 664 | 31.82 |
| Intellectual Property Department | 65 634 | 577.34 | 12 368 | 93.66 |
| InvestHK | 0 | 0 | 14 | 0.21 |
| Joint Secretariat for the Advisory Bodies on Civil Service and Judicial Salaries and Conditions of Service | 134 | 1.24 | 2 | 0.08 |
| Judiciary | 179 | 9.37 | 1 187 | 62.11 |
| Labour and Welfare Bureau | 148 | 6.48 | 227 | 10.60 |
| Labour Department | 738 963 | 1 085.53 | 101 377 | 88.72 |

| B/Ds ^{Note 1} | Programme records | | Administrative records | |
|--|-------------------|--------------|------------------------|--------------|
| | Number of records | Linear metre | Number of records | Linear metre |
| Land Registry | 673 | 33.82 | 13 | 0.62 |
| Lands Department | 3 460 | 99.02 | 6 093 | 135.45 |
| Legal Aid Department | 18 512 | 649.21 | 7 347 | 76.74 |
| Leisure and Cultural Services Department | 2 432 469 | 889.64 | 854 469 | 809.07 |
| Marine Department | 6 930 | 165.05 | 178 103 | 30.47 |
| Office of the Communications Authority ^{Note 6} | 6 742 | 29.28 | 10 242 | 37.45 |
| Official Receiver's Office | 5 662 | 267.97 | 40 | 2.00 |
| Planning Department | 3 179 | 133.97 | 122 | 5.21 |
| Public Service Commission | 650 | 6.50 | 49 | 1.23 |
| Radio Television Hong Kong | 0 | 0 | 28 245 | 83.23 |
| Rating and Valuation Department | 60 036 | 160.83 | 279 | 9.92 |
| Registration and Electoral Office | 447 012 | 1 636.94 | 88 | 5.20 |
| Secretariat, Commissioner on Interception of Communications and Surveillance | 0 | 0 | 26 | 1.16 |
| Security Bureau | 1 521 | 21.28 | 0 | 0 |
| Social Welfare Department | 571 293 | 3 538.63 | 31 658 | 463.94 |
| Trade and Industry Department | 4 519 695 | 1 359.29 | 433 | 25.04 |
| Transport and Housing Bureau (Housing)/Housing Department | 234 049 | 1 868.61 | 3 863 | 153.18 |
| Transport and Housing Bureau (Transport Branch) | 68 | 2.30 | 98 | 3.51 |
| Transport Department | 1 126 429 | 1 597.57 | 34 650 | 98.60 |
| Treasury | 27 231 | 404.11 | 6 555 | 19.34 |
| University Grants Committee Secretariat | 307 | 13.95 | 0 | 0 |
| Water Supplies Department | 196 | 65.33 | 36 339 | 127.22 |
| Working Family and Student Financial Assistance Agency | 901 214 | 2 120.22 | 982 | 44.54 |

Note 1: As “General Expenses of the Civil Service”, “Independent Police Complaints Council”, “Legislative Council Commission”, “Miscellaneous Services”, “Office of The Ombudsman” and “Pensions” in the table of the question are not government B/Ds, they are not included in the reply. Besides, though “Central Policy Unit”, “Companies Registry”, “Hong Kong Monetary Authority”, “Hongkong Post” and “Land Registry” are not included

in the table of the question, given that they are among the government departments covered by the existing records management policy, the figures on their records approved for destruction are also included in the reply.

Note 2: As the “Commerce and Economic Development Bureau (Commerce, Industry and Tourism Branch)”, “Commerce and Economic Development Bureau (Communications and Creative Industries Branch)” and “Overseas Economic and Trade Offices” in the table of the question are under the “Commerce and Economic Development Bureau”, the figures on their records approved for destruction are incorporated into those of the “Commerce and Economic Development Bureau”. Besides, as the “Innovation and Technology Commission” and “Office of the Government Chief Information Officer” were under the “Commerce and Economic Development Bureau” before November 2015, the figures on their records approved for destruction before November 2015 are incorporated into those of the “Commerce and Economic Development Bureau”.

Note 3: As the “Development Bureau (Planning and Lands Branch)” and “Development Bureau (Works Branch)” in the table of the question are under the “Development Bureau”, the figures on their records approved for destruction are incorporated into those of the “Development Bureau”.

Note 4: As the “Financial Services and the Treasury Bureau (Financial Services Branch)” and “Financial Services and the Treasury Bureau (The Treasury Branch)” in the table of the question are under the “Financial Services and the Treasury Bureau”, the figures on their records approved for destruction are incorporated into those of the “Financial Services and the Treasury Bureau”.

Note 5: As the “Food and Health Bureau (Food Branch)” and “Food and Health Bureau (Health Branch)” in the table of the question are under the “Food and Health Bureau”, the figures on their records approved for destruction are incorporated into those of the “Food and Health Bureau”.

Note 6: As the “Office for Film, Newspaper and Article Administration” in the table of the question is under the “Office of the Communications Authority”, the figures on its records approved for destruction are incorporated into those of the “Office of the Communications Authority”.

Note 7: Before 1 March 2015, the “Working Family and Student Financial Assistance Agency” was known as “Student Financial Assistance Agency”. Hence, it is shown as “Student Financial Assistance Agency” in the tables for 2013 and 2014.

Note 8: The “Innovation and Technology Bureau”, which was established in November 2015, is not shown in the tables for 2013 and 2014. Upon the establishment of the “Innovation and Technology Bureau”, the “Innovation and Technology Commission” and “Office of the Government Chief Information Officer” were subsumed under the “Innovation and Technology Bureau”. Hence the figures on their records approved for destruction after November 2015 are incorporated into those of the “Innovation and Technology Bureau”.

- End -

CONTROLLING OFFICER'S REPLY

CSO009

(Question Serial No. 0731)

Head: (142) Government Secretariat: Offices of the Chief Secretary for Administration and the Financial Secretary

Subhead (No. & title): (000) Operational expenses

Programme: (2) Government Records Service

Controlling Officer: Director of Administration (Ms Kitty CHOI)

Director of Bureau: Director of Administration

Question:

One of the targets of the Government Records Service is to conduct departmental records management studies/reviews. Please advise on the departments covered in 2016, 2017 and 2018. What are the nature, objectives and details of records management studies/reviews?

Asked by: Hon CHAN Tanya (Member Question No. (LegCo use): 25)

Reply:

The Government Records Service (GRS) conducts in-depth departmental records management reviews for individual bureaux/departments (B/Ds) to assess departmental management's awareness of, commitment to and involvement in practising good records management, evaluate B/Ds' compliance with the mandatory records management requirements and adoption of good records management practices, and identify improvement areas. These reviews also help GRS to consolidate insight for making service-wide recommendations where applicable. Such reviews cover main aspects of records management including records creation, classification, storage and disposal. During the review exercise, the GRS staff will conduct visits to the B/D concerned and examine its records management programme through review of documentation on records management, examination of recordkeeping systems, surveys, interviews and focus group discussions. At the end of the departmental records management review, the Director of Administration will convey the GRS' findings and recommendations to the head of the B/D concerned who is required to submit half-yearly progress reports on the implementation of the recommendations to the GRS.

The GRS conducts records management reviews for 2 B/Ds every year. The B/Ds concerned from 2016 to 2018 are set out in the table below:

| Year | B/Ds |
|-------------|---|
| 2016 | Social Welfare Department, Water Supplies Department |
| 2017 | Labour and Welfare Bureau, Intellectual Property Department |
| 2018 | Transport Department, Home Affairs Department |

- End -

CONTROLLING OFFICER'S REPLY

CSO014

(Question Serial No. 0273)

Head: (142) Government Secretariat: Offices of the Chief Secretary for Administration and the Financial Secretary

Subhead (No. & title): (000) Operational expenses

Programme: (2) Government Records Service

Controlling Officer: Director of Administration (Ms Kitty CHOI)

Director of Bureau: Director of Administration

Question:

Records are a precious resource for the society and an important source of information for the public to verify historical events and monitor the Government. In this connection, please advise this Committee on: (1) the staffing and functions of the 15 posts to be increased in the Government Records Service in 2018-19; and (2) the progress of development of the new Integrated Information Access System, and whether additional manpower is needed for its development.

Asked by: Hon LAU Ip-keung, Kenneth (Member Question No. (LegCo use): 34)

Reply:

- (1) The Law Reform Commission (LRC) has studied the existing records management system in Hong Kong and the relevant laws of other jurisdictions, and will conduct public consultation, with a view to making appropriate recommendations on possible options for reform if need be. The Government will follow up on this subject after receiving the report from the LRC. In this regard, the Government Records Service (GRS) will reserve funding in 2018-19 for creating 15 posts, including 1 Senior Administrative Officer, 1 Archivist, 2 Senior Assistant Archivists, 4 Assistant Archivists, 1 Systems Manager, 1 Curator, 1 Assistant Curator I, 3 Assistant Clerical Officers and 1 Workman II, to follow up on the subject of archives law after the LRC has submitted the report.
- (2) The GRS currently manages about 1.5 million of archival holdings through the Integrated Information Access System developed in 2004. The system also provides an interface for the public to search for archival holdings online. As its hardware and software are obsolescent, the GRS has engaged an information technology company and a Contract System Analyst since July 2017 to assist in the development of a new system to replace the existing one, with a view to streamlining the archives management workflow and enhancing online functions to better serve the public.

The analysis and design work of the new system was completed in December 2017 and the system programming work is now in progress. The new system is expected to be launched in late 2018/early 2019.

- End -

CONTROLLING OFFICER'S REPLY

CSO021

(Question Serial No. 2227)

Head: (142) Government Secretariat: Offices of the Chief Secretary for Administration and the Financial Secretary

Subhead (No. & title): (000) Operational expenses

Programme: (2) Government Records Service

Controlling Officer: Director of Administration (Ms Kitty CHOI)

Director of Bureau: Director of Administration

Question:

1. The estimated expenditure of the Government Records Service (GRS) for 2018-19 has significantly increased by 24.7% compared to that for 2017-18. What are the reasons?
2. A provision of \$300,000 was earmarked for the procurement of archival records relating to Hong Kong from other places in 2017-18. What is the progress of procurement? What are the contents of the records?
3. Will the GRS set up a mechanism similar to the book suggestion mechanism of public libraries, which, when budget permits, allows the public to give suggestions on the procurement of records relating to Hong Kong?

Asked by: Hon MA Fung-kwok (Member Question No. (LegCo use): 106)

Reply:

1. The estimated expenditure of the Government Records Service (GRS) for 2018-19 has increased by \$16 million (24.7%) compared to the original estimate for 2017-18 mainly due to the increase of 15 posts to follow up on the subject of archives law after the Law Reform Commission has completed extensive consultation and submitted a report, the filling of existing vacancies and salary increment for staff, etc.
2. The GRS procured 146 and 2 copies of archival records relating to Hong Kong from the National Archives of the UK (TNA) and the Ronald Reagan Presidential Library of the USA respectively in 2017-18. Details of their record series are as follows:

| | Record series | Years covered |
|---|--|----------------------|
| The National Archives of the UK | | |
| (a) | PREM19: Correspondence and documents of the Prime Minister's Office | 1984-1989 |
| (b) | FCO21: Foreign Office and Foreign and Commonwealth Office (Far Eastern Department) | 1984 |
| (c) | FCO40: Commonwealth Office and Foreign and Commonwealth Office (Hong Kong Departments) | 1986-1989 |
| The Ronald Reagan Presidential Library of the USA | | |
| | CO 066: White House Office of Records Management | 1981-1987 |

The selected records cover many important subjects relating to Hong Kong, including the issue of the future of Hong Kong, constitutional development and reforms in Hong Kong, political and leading personalities, visits of Chinese and British principal officials, the Sino-British Joint Declaration, political relationship between the Mainland and Hong Kong, Legislative Council affairs, nationality and citizenship, political environment of Hong Kong and international relations, Daya Bay Nuclear Plant Project, etc. Among these 148 records, 105 records were made available for public inspection at the Public Records Office of the GRS in February 2018. The remaining 43 records are expected to be made available for public inspection in the second quarter of 2018 after completion of records description and arrangement by the GRS in due course. Besides, the GRS is contacting some mainland archives to discuss the procurement of copies of archival records relating to Hong Kong in order to enrich its holdings.

3. The GRS has an established mechanism to keep track of new releases of archival records relating to Hong Kong by TNA and other major overseas archives. It will consider the collection development direction of our holdings, criteria for appraising records and existing resources. GRS will also collect the views of service users, in particular those of the academic and educational sectors, on acquisition of archival materials through user surveys in the formulation of the procurement plan, so as to fulfil its vision and meet the needs of the public. In 2017, the GRS received 30 suggestions on the acquisition of holdings through user surveys, the subjects of which included the establishment of the free port of Hong Kong, the First World War, 1967 riots, future of Hong Kong, overseas Chinese, medical services, history of walled villages, meteorological data, old newspapers, old maps, old photos, etc. The GRS has considered the views of service users in the procurement of the aforementioned 148 archival records. It will continue to review the existing mechanism for procuring archival records in a timely manner and will study and make reference to the book suggestion mechanism of public libraries so as to improve the existing mechanism.

- End -

CONTROLLING OFFICER'S REPLY

CSO022

(Question Serial No. 2688)

Head: (142) Government Secretariat: Offices of the Chief Secretary for Administration and the Financial Secretary

Subhead (No. & title): (000) Operational expenses

Programme: (2) Government Records Service

Controlling Officer: Director of Administration (Ms Kitty CHOI)

Director of Bureau: Director of Administration

Question:

The Government Records Service (GRS) administers government records efficiently by formulating and implementing policies and plans for records management and archives administration as well as providing storage and disposal services for inactive records.

- (a) Has the GRS developed a series of criteria for the disposal of records? If yes, what are the details? If no, what are the reasons?
- (b) Please advise on the quantity (linear metre) of records destroyed by the GRS and the expenditure incurred over the past 3 years. Has provision been made in the 2018-19 Financial Year for the above-mentioned item? If yes, what are the details?
- (c) There are many views in the community that the Government should enact an archives law immediately. The Law Reform Commission (LRC) has set up a sub-committee to study the subject of archives law and it is mentioned that the Government has been using, in lieu of legislation, administrative directives, guidelines and publications to regulate the management of government records. Would the Government advise on the contents of the administrative directives, guidelines and publications? What are the reasons for their use in lieu of legislation? Would there be plans to enact an archives law in the 2018-19 Financial Year?

Asked by: Hon MO Claudia (Member Question No. (LegCo use): 14)

Reply:

- (a) Records appraisal is an important process for ascertaining the archival value of government records and the Government Records Service (GRS) places much emphasis on this task. The Archivist grade officers adopt a set of appraisal guidelines based on the experience of and standards adopted by other overseas jurisdictions. Records likely to be selected for permanent retention should possess one of the following qualities:

- (i) document or reflect the organisation, functions and activities of government agencies;
 - (ii) document the formation process, implementation and outcome of significant policies, decisions, legislation and actions of the Government;
 - (iii) document the impact of the decisions, policies and programmes of the Government upon the physical environment, community, organisations and individuals;
 - (iv) document the interaction between the public and the Government as well as between the physical environment and the Government;
 - (v) document the legal rights and obligations of individuals, groups, organisations and the Government; or
 - (vi) contain significant or unique information or aged documents that can enrich the understanding about the history, physical environment, society, culture, economy and people of Hong Kong.
- (b) The quantities of bureaux/departments' (B/Ds) records approved for destruction in the past 3 years are set out below:

| Year | Quantity in linear metre |
|-------------|---------------------------------|
| 2015 | 61 418 |
| 2016 | 56 633 |
| 2017 | 67 955 |

Under the current records management system, B/Ds are required to obtain the prior agreement of the GRS Director before destruction of their time-expired records. Individual B/Ds are responsible for deployment of their own resources to carry out destruction of such records in accordance with a set of mandatory procedures. Hence, the GRS does not have information on the expenditure incurred by B/Ds for the destruction of their records over the past 3 years, nor the provisions made for such purpose in 2018-19.

- (c) The Government fully recognises the importance of records management and is committed to identifying and preserving government records having archival value. The Government has put in place comprehensive administrative arrangements to regulate the management of government records. The GRS is tasked to oversee the overall management of government records and ensure that government records are properly managed and those with archival value are preserved for public access. While Hong Kong has not implemented an archives law at present, the essential principles of records management adopted internationally have been implemented in Hong Kong through administrative arrangements. These principles include promulgation of recordkeeping standards; designation of obligations and responsibilities of government agencies relating to creating, keeping, maintaining and

protecting government records; destruction of records to be subject to prior authorisation of archival authority; setting out responsibility for safe custody and conservation of archival materials; and provision for public access to public records.

When developing the present records management system, we have made reference to those of different countries and regions such as the United Kingdom, the United States and Australia, etc., and adopted internationally recognised standards and practices. As an on-going effort, the Government keeps the current administrative arrangements under review and will improve on them as and when appropriate.

With a view to assisting B/Ds to properly manage their own records, the Government has promulgated a wide range of publications and circulars in relation to records management. Some of the key ones are listed below:

- (i) the Records Management Manual - the manual provides guidance and instructions for proper and co-ordinated management of government records. It prescribes the code of practices for the establishment of a comprehensive records management programme in B/Ds;
- (ii) General Circulars and Circular Memoranda - they cover a wide range of records and archives management issues, such as mandatory records management requirements and good practices, framework for records management review, guidelines on creation and collection of records, and establishment of departmental records management policies;
- (iii) records management publications - they set out guidelines for B/Ds to perform the full range of records management processes from records creation and collection, filing, classification to disposal and microfilming; and
- (iv) electronic records management (ERM) publications - they provide guidance on various aspects of ERM, such as functional requirements, implementation and evaluation of electronic recordkeeping system, metadata standard, management and preservation of electronic records (including electronic message records and e-mail records), and management of records in a hybrid environment.

These guidelines have been uploaded to the GRS's website for public access.

The Law Reform Commission (LRC) set up a Sub-committee in 2013 to study the subject of archives law. The Sub-committee has studied the existing records management system in Hong Kong and the relevant laws of other jurisdictions, and will conduct a public consultation, with a view to making appropriate recommendations on possible options for reform if need be. According to the current progress, it is expected that the public consultation will be conducted as early as possible in 2018. The Chief Executive indicated in her 2017 Policy Address that she held a positive view towards the enactment of archives legislations. The Government will follow up on the subject after receiving the report from the LRC. In this regard, the GRS will reserve funding in 2018-19 for creating 15 posts to follow up on the subject of archives law after the LRC has submitted the report.

- End -

CONTROLLING OFFICER'S REPLY**CSO024****(Question Serial No. 2292)**

Head: (142) Government Secretariat: Offices of the Chief Secretary for Administration and the Financial Secretary

Subhead (No. & title): (000) Operational expenses

Programme: (2) Government Records Service

Controlling Officer: Director of Administration (Ms Kitty CHOI)

Director of Bureau: Director of Administration

Question:

Regarding the promotion in Government of electronic records management and the provision of support and assistance to the bureaux and departments, please provide the following information:

- (1) Please list in the table below information on training and advisory services that the Government Records Service (GRS) provided to government bureaux and departments in 2017:

| Year | Bureau/Department (in alphabetical order) | Number of government records management training courses | Number of topical records management training courses | Number of staff who have taken government records management training courses | Rank distribution of staff (from high to low) who have taken government records management training courses | Number of staff who have taken government records management training courses more than once | Topic areas of training courses |
|------|---|---|--|--|---|---|---|
| 2017 | | | | | | | |

- (2) Please list in the table below information regarding the numbers of public requests for government records in 2017:

| Year | Number of requests for government records | Number of successful requests for government records | Number of failed requests for government records | Reasons for failed requests for government records |
|------|--|--|--|--|
| 2017 | | | | |

- (3) Please list in the table below information on the transfer of government records to GRS for retention in 2017:

| Year | Number of bureaux/departments that have transferred records for retention | Number and linear metres of records retained | Number and linear metres of records approved for destruction | Number of electronic records retained through the electronic recordkeeping system (please list by department) |
|------|---|--|--|---|
| 2017 | | | | |

- (4) What are the details of the additional establishment for the GRS in 2018-19?

Asked by: Hon MOK Charles Peter (Member Question No. (LegCo use): 22)

Reply:

- (1) The information on training and advisory services that the Government Records Service (GRS) provided to government bureaux and departments (B/Ds) in 2017 is as follows:

| Year | B/Ds (in alphabetical order) | Number of government records management training courses | Number of topical records management training courses | Number of staff who have taken government records management training courses | Rank distribution of staff (from high to low) who have taken government records management training courses | Topic areas of training courses |
|------|------------------------------|--|---|---|---|--|
| 2017 | See the note below | 79 | 22 | 4 941 | Directorate Pay Scale Points 2 to 1 Master Pay Scale Points 49 to 1 or equivalent | Regular and topical training courses/workshops/seminars/briefings for records managers, registry supervisors and records users cover the following topic areas - <u>Regular courses</u> a. records management overview |

| | | | | | |
|--|--|--|--|--|--|
| | | | | | <ul style="list-style-type: none"> b. classification and coding c. creation and collection d. filing practices e. scheduling and disposal f. management of administrative and programme records g. storage, custody, access control and tracking, and preservation h. introduction of electronic records management (ERM) and electronic recordkeeping system (ERKS) <p><u>Topical courses</u></p> <ul style="list-style-type: none"> a. departmental records management policy b. mandatory records management requirements and good practices c. vital records protection d. prevention of loss and unauthorised destruction of records e. archival records management f. archives law g. key concepts of ERM h. implementation of ERKS |
|--|--|--|--|--|--|

The GRS has not kept information on the number of staff who have taken the government records management training courses more than once.

Note: B/Ds involved (*in alphabetical order*): Agriculture, Fisheries and Conservation Department, Architectural Services Department, Audit Commission, Auxiliary Medical Service, Buildings Department, Census and Statistics Department, Central Policy Unit, Chief Executive's Office, Chief Secretary for Administration's Office, Civil Aid Service, Civil Aviation Department, Civil Engineering and Development Department, Civil Service Bureau, Commerce and Economic Development Bureau, Companies Registry, Constitutional and Mainland Affairs Bureau, Correctional Services Department, Customs and Excise Department, Department of Health, Department of Justice, Development Bureau, Drainage Services Department, Education Bureau, Electrical and Mechanical Services Department, Environment Bureau and Environmental Protection Department, Financial Secretary's Office, Financial Services and the Treasury Bureau, Fire Services Department, Food and Environmental Hygiene Department, Food and Health Bureau, Government Flying

Service, Government Laboratory, Government Logistics Department, Government Property Agency, Highways Department, Home Affairs Bureau, Home Affairs Department, Hong Kong Monetary Authority, Hong Kong Observatory, Hong Kong Police Force, Hongkong Post, Immigration Department, Independent Commission Against Corruption, Information Services Department, Innovation and Technology Bureau, Intellectual Property Department, Invest Hong Kong, Inland Revenue Department, Joint Secretariat for the Advisory Bodies on Civil Service and Judicial Salaries and Conditions of Service, Judiciary, Labour and Welfare Bureau, Labour Department, Land Registry, Lands Department, Legal Aid Department, Leisure and Cultural Services Department, Marine Department, Office of the Communications Authority, Official Receiver's Office, Planning Department, Public Service Commission, Radio Television Hong Kong, Rating and Valuation Department, Registration and Electoral Office, Secretariat, Commissioner on Interception of Communications and Surveillance, Security Bureau, Social Welfare Department, Trade and Industry Department, Transport and Housing Bureau (Housing)/Housing Department, Transport and Housing Bureau (Transport), Transport Department, Treasury, University Grants Committee Secretariat, Water Supplies Department, and Working Family and Student Financial Assistance Agency

- (2) The information regarding the numbers of public requests for archival records kept by the GRS in 2017 is as follows:

| Year | Number of requests for archival records | Number of successful requests for archival records | Number of failed requests for archival records | Reasons for failed requests for archival records |
|-------------|--|---|---|---|
| 2017 | 3 066 | 3 056 | 0 | Not applicable |

As at end-February 2018, 10 cases are still being processed.

- (3) Disposal of government records is made by B/Ds having regard to the administrative, operational, fiscal and legal requirements and archival values of the records. All requests for destruction of records are processed in accordance with the requirements set out in the corresponding records retention and disposal schedules approved by the GRS. The decision as to whether records were of no archival value or having potential archival value had been made when the relevant disposal schedules were drawn up. For time-expired records having no archival value, the GRS Director's agreement would be required prior to their physical destruction. For those having potential archival value, they would be appraised again by the GRS. Time-expired records having archival value would be identified and transferred to the GRS for permanent retention, and only those confirmed to be of no archival value would be agreed by the GRS Director for destruction. The information on the transfer of records to the GRS for retention and records approved for destruction in 2017 is as follows:

| Year | Number of B/Ds that have transferred their records for retention | Records Retained | | Records approved for destruction | | Number of electronic records retained through the electronic recordkeeping system (please list by department) |
|------|--|------------------|--------------|----------------------------------|--------------|---|
| | | No. | Linear Metre | No. ('000) | Linear Metre | |
| 2017 | 35 | 50 655 | 614 | 103 550 | 67 955 | 0 * |

* Since 2010, 11 B/Ds have implemented or are developing their ERKS. The electronic records in their ERKS are not yet due for transfer to the GRS for retention.

- (4) The Law Reform Commission (LRC) has studied the existing records management system in Hong Kong and the relevant laws of other jurisdictions, and will conduct public consultation, with a view to making appropriate recommendations on possible options for reform if need be. The Government will follow up on this subject after receiving the report from the LRC. In this regard, the GRS will reserve funding in 2018-19 for creating 15 posts, including 1 Senior Administrative Officer, 1 Archivist, 2 Senior Assistant Archivists, 4 Assistant Archivists, 1 System Manager, 1 Curator, 1 Assistant Curator I, 3 Assistant Clerical Officers and 1 Workman II, to follow up on the subject of archives law after the LRC has submitted the report.

- End -

CONTROLLING OFFICER'S REPLY

CSO026

(Question Serial No. 1313)

Head: (142) Government Secretariat: Offices of the Chief Secretary for Administration and the Financial Secretary

Subhead (No. & title): (000) Operational expenses

Programme: (2) Government Records Service

Controlling Officer: Director of Administration (Ms Kitty CHOI)

Director of Bureau: Director of Administration

Question:

Please list in tabular form the top 10 archival records with the largest number of access out of the archival holdings held by the Public Records Office of the Government Records Service, the details of these records and the number of access to each of these records in each of the past 5 years.

(Year)

| No. | Level of description/ Reference no. | Title of records | Years covered | No. of access |
|-----|--|------------------|---------------|---------------|
| | | | | |

Asked by: Hon TAM Man-ho, Jeremy (Member Question No. (LegCo use): 527)

Reply:

Relevant information on the top 10 archival records held in the Public Records Office of the Government Records Service with the largest number of public access in the past 5 years (from 2013 to 2017) is as follows:

2013

| No. | Reference no. | Title of records | Years covered | No. of access |
|------------|----------------------|--|----------------------|----------------------|
| 1 | HKRS70-1-313B | Riot, 1967 - communist newspaper prosecution | 1967 - 1970 | 33 |
| 2 | HKRS70-3-484 | Riot 1967, Chinese press summaries (July, 1967) | 1967 | 32 |
| 3 | HKRS70-3-488 | Riots, 1967 - court cases | 1971 | |
| 4 | HKMS158-3-34 | Kowloon riot and disturbances: background and establishment of Commission of Inquiry | 1966 | 30 |
| 5 | HKRS915-1-2 | Riot, civil disturbances, strikes - Left Wing activities - Mui Wo sub-division | 1967 - 1972 | |
| 6 | HKRS70-1-299 | Riots, (August) 1967 | 1967 | 29 |
| 7 | HKRS70-3-482 | Riots, 1967 | 1968 - 1973 | |
| 8 | HKRS70-1-303 | Riots, bombs, 1967 | 1967 - 1969 | 28 |
| 9 | HKRS70-3-276 | Macau riot and its effects on Hong Kong (3.12.66) | 1966 - 1967 | |
| 10 | HKRS70-3-483 | Riot 1967, Chinese press summaries (May 30, June) | 1967 | 28 |
| 11 | HKRS70-3-485 | Riot 1967, Chinese press summaries (Oct. - Dec. 1967) | 1967 - 1974 | |
| 12 | HKRS890-1-6 | Riots in Kowloon - 1967 | 1967 | |

2014

| No. | Reference no. | Title of records | Years covered | No. of access |
|------------|----------------------|---|----------------------|----------------------|
| 1 | HKRS41-1-4206 | Cold storage and ice making plants - suggested provision of for the fisheries syndicate | 1946 - 1948 | 16 |

| No. | Reference no. | Title of records | Years covered | No. of access |
|------------|----------------------|--|----------------------|----------------------|
| 2 | HKMS189-1-307 | Allegations of bribery and corruption in the Hong Kong Police and public service | 1973 | 13 |
| 3 | HKMS191-1-15 | Reports on arrests and trial of British subjects in Hong Kong | 1945 | |
| 4 | HKMS189-1-309 | Allegations of bribery and corruption in the Hong Kong Police and public service | 1973 | 12 |
| 5 | HKMS189-1-310 | Allegations of bribery and corruption in the Hong Kong Police and public service | 1973 | |
| 6 | HKRS70-8-2178 | Independent Commission Against Corruption (ICAC) – N | 1977 - 1978 | |
| 7 | HKMS157-3-2 | Hong Kong: effect of closure of British firms in China | 1952 | |
| 8 | HKMS157-3-3 | Hong Kong: effect of closure of British firms in China | 1952 | 11 |
| 9 | HKMS157-3-4 | Hong Kong: effect of closures of British businesses in China upon Colony | 1952 - 1953 | |
| 10 | HKMS191-1-23 | Information on Stanley Internment Camp, Hong Kong | 1943 - 1944 | |
| 11 | HKRS163-1-63 | Sir Mark Young G.G.M.G. procedure to be followed on arrival of..... | 1946 | |

2015

| No. | Reference no. | Title of records | Years covered | No. of access |
|-----|----------------|---|---------------|---------------|
| 1 | HKRS163-1-1509 | Inland revenue forms - amendments to..... | 1962 - 1969 | 23 |
| 2 | HKRS163-1-759 | Estimates 1949-50 - 1. General 2. Proposed increasing of revenue | 1948 - 1950 | 20 |
| 3 | HKRS163-1-449 | Revenue - suggested question of a franchise to operate a casino to increase the Colony's..... | 1947 | 19 |
| 4 | HKRS163-1-857 | Annual departmental reports - correspondence re...from Inland Revenue Department | 1948 | |
| 5 | HKRS163-9-242 | (1) Revision of the Inland Revenue Ordinance (2) Proposed committee to enquire into certain aspects of the Inland Revenue Ordinance | 1960 - 1966 | |
| 6 | HKRS163-9-243 | (1) Revision of the Inland Revenue Ordinance (2) Proposed committee to enquire into certain aspects of the Inland Revenue Ordinance | 1960 - 1966 | |
| 7 | HKRS163-9-244 | (1) Revision of the Inland Revenue Ordinance (2) Proposed committee to enquire into certain aspects of the Inland Revenue Ordinance | 1966 - 1967 | |
| 8 | HKRS163-9-245 | (1) Revision of the Inland Revenue Ordinance (2) Proposed committee to enquire into certain aspects of the Inland Revenue Ordinance | 1967 - 1968 | |
| 9 | HKRS163-10-122 | Revenue Estimates (Land) | 1981 - 1982 | |

| No. | Reference no. | Title of records | Years covered | No. of access |
|-----|---------------|---|---------------|---------------|
| 10 | HKRS41-1-1233 | Taxation - general policy regarding in the Colony | 1946 - 1950 | 18 |

2016

| No. | Reference no. | Title of records | Years covered | No. of access |
|-----|-----------------|--|---------------|---------------|
| 1 | HKRS1443-2-12 | Reclamation at Aldrich Bay | 1976 - 1978 | 47 |
| 2 | HKMS158-4-4 | Question of jurisdiction within Walled City of Kowloon, Hong Kong | 1955 | 40 |
| 3 | HKMS158-4-8 | Kowloon Walled City in Hong Kong | 1959 | 38 |
| 4 | HKRS58-1-125-53 | K.I.L. 1847 granted in exchange - resumption of Kowloon Inland Lot 656 (Tam Kung Temple) | 1923 - 1928 | |
| 5 | HKRS1443-2-11 | Partial reclamation at Aldrich Bay | 1973 - 1976 | 34 |
| 6 | HKRS1689-1-71 | Tai Kok Tsui reclamation | 1973 - 1977 | 33 |
| 7 | HKRS170-1-266 | Fisheries - 1. The wholesale marketing scheme 2. Orders made to control landing, export and sale of fish | 1945 - 1960 | 30 |
| 8 | HKRS413-4-7 | Crime in Shaukiwan | 1970 - 1981 | |
| 9 | HKRS634-1-18 | Chinese temples-general | 1967 - 1982 | 27 |
| 10 | HKRS909-1-8 | Political - Kowloon Walled City - public works within the | 1965 - 1970 | |

| No. | Reference no. | Title of records | Years covered | No. of access |
|-----|---------------|--|---------------|---------------|
| 1 | HKMS158-1-221 | Disturbances, riots and other incidents in Hong Kong | 1960 - 1962 | 35 |
| 2 | HKRS146-5-21 | Hong Kong University expansion – general | 1964 - 1965 | 33 |
| 3 | HKRS457-3-10 | Hong Kong University extra-mural studies 1. Courses of 2. Government assistance for the expansion of | 1958 - 1970 | |
| 4 | HKRS896-1-41 | Cancellation of agreements of land sales - policy with regard to | 1948 - 1950 | |
| 5 | HKRS394-17-4 | Hong Kong disturbances 1967 - Labour front | 1967 - 1968 | |
| 6 | HKRS685-2-5 | Joint defence scheme | 1972 - 1976 | 32 |
| 7 | HKMS158-1-22 | Political allegiance of Hong Kong citizens | 1954 | |
| 8 | HKMS158-1-43 | Post-secondary Chinese colleges - Hong Kong development plans | 1957 - 1959 | 30 |
| 9 | HKMS158-1-123 | Hong Kong education system in relation to the problems of Chinese education in South East Asia | 1957 - 1959 | |
| 10 | HKMS158-1-134 | Post-secondary Chinese colleges - Hong Kong development plans | 1960 - 1962 | |

| No. | Reference no. | Title of records | Years covered | No. of access |
|-----|---------------|---|---------------|---------------|
| 11 | HKRS229-1-22 | Business tax - 1. Imposition of on all business. 2. The Business Regulation Ordinance no. 14 of 1952. 3. The Business Regulation (Amendment) Ordinance 30 of 1953. 4. The Business Regulation (Amendment) Ordinance 46 of 1954. 5. The Business Regulation (Amendment) Ordinance 51 of 1955. 6. The Business Regulation (Amendment) Ordinance 2 of 1957 | 1952 - 1968 | 30 |
| 12 | HKRS793-1-1 | Petitions, strikes, etc | 1972 - 1982 | |

- End -

CONTROLLING OFFICER'S REPLY

CSO038

(Question Serial No. 5858)

Head: (142) Government Secretariat: Offices of the Chief Secretary for Administration and the Financial Secretary

Subhead (No. & title): (000) Operational expenses

Programme: (2) Government Records Service

Controlling Officer: Director of Administration (Ms Kitty CHOI)

Director of Bureau: Director of Administration

Question:

(1) Will the Government allocate resources in 2018-19 to conduct studies or consultations on the enactment of the archives law and the legislation on freedom of information? If so, what are the relevant work plan, timetable and estimated expenditure? If not, what are the reasons?

(2) What is the progress of the studies of the Law Reform Commission on the archives law and the legislation on freedom of information? What is the estimated time of announcement and public consultation?

Will the Government allocate resources in 2017-18 to conduct studies or consultations on the enactment of the archives law? If so, what are the relevant work plan, timetable and estimated expenditure? If not, what are the reasons?

Asked by: Hon CHAN Tanya (Member Question No. (LegCo use): 265)

Reply:

(1) and (2) The Administration Wing is responsible for records management of the Government while the Constitutional and Mainland Affairs Bureau is responsible for matters of access to information. Regarding questions on these two areas, our reply is as follows:

Records Management

The Law Reform Commission (LRC) set up a Sub-Committee in 2013 to study the subject of archives law. Staff of the Government Records Service (GRS) have been actively participating in the LRC study. As it is part of their ongoing work, no separate provision was made for such work in 2017-18. The Sub-Committee has studied the existing records management system in Hong Kong and the relevant laws of other jurisdictions, and will conduct public consultation, with a view to making appropriate recommendations on possible options for reform if need be. According to the current progress, it is expected

that the public consultation will be conducted as early as possible in 2018. The Chief Executive indicated in her 2017 Policy Address that she held a positive view towards the enactment of archives legislations. The Government will follow up on the subject after receiving the report from the LRC. In this regard, GRS will reserve funding in 2018-19 for creating 15 posts to follow up on the subject of archives law after the LRC has submitted the report.

Access to Information

LRC also set up a Sub-Committee on Access to Information in 2013 to study the subject of access to information. The Sub-Committee has been conducting regular meetings since its establishment to study the existing system in Hong Kong and the relevant laws and systems of other jurisdictions. According to the current progress, the Sub-Committee is expected to issue a consultation paper as early as possible in 2018 to gauge the views of the public on the relevant issue. LRC will issue a final report after considering the draft report to be submitted by the Sub-Committee. The Government will carefully examine and follow up on the findings of the LRC report with a view to formulating proposals to reform the existing regime of access to information.

- End -

CONTROLLING OFFICER'S REPLY**CSO039****(Question Serial No. 4392)**

Head: (142) Government Secretariat: Offices of the Chief Secretary for Administration and the Financial Secretary

Subhead (No. & title): (000) Operational expenses

Programme: (2) Government Records Service

Controlling Officer: Director of Administration (Ms Kitty CHOI)

Director of Bureau: Director of Administration

Question:

How many archival records have been inventoried as stock by the Government Records Service (GRS) but not yet been included in the index of holdings (i.e. the online catalogue) and made available for public inspection? If there are such records, please set out the information in the following table:

| Department before transfer to the GRS | Year of transfer to the GRS | Category of the records (administrative/programme records) | Subject/ Title of the records | Covering years of the records | Quantity (number and linear metre) | Reason for not including in the online catalogue |
|---------------------------------------|-----------------------------|--|-------------------------------|-------------------------------|------------------------------------|--|
| | | | | | | |

Asked by: Hon CHEUNG Chiu-hung, Fernando (Member Question No. (LegCo use): 23)

Reply:

Similar to the practice of other overseas archives, before inventorying the archival records transferred from bureaux/departments (B/Ds) for permanent retention and including them in the index of holdings, the Government Records Service (GRS) needs to carry out records accessioning and description work for these records. Besides, the GRS, having made reference to the practice of other overseas archives and in accordance with the views of B/Ds, will not at this stage make public in the online catalogue the information on those archival records that contain personal data, that have been closed for less than 30 years and contain sensitive content (such as involving security and external affairs), and that have been closed for more than 30 years and are not yet opened after review by the B/Ds concerned. Every year, the GRS will request B/Ds to review archival records the closure of which is approaching 30 years so that the relevant records can be made available for public inspection upon the expiry of the 30-year closure period. In case B/Ds are of the

view that certain records require a longer closure period after review, they must review these records again at least once every 5 years. As and when the records concerned are opened, the GRS will immediately arrange for the relevant information to be uploaded onto the online catalogue.

- End -

CONTROLLING OFFICER'S REPLY

CSO040

(Question Serial No. 4393)

Head: (142) Government Secretariat: Offices of the Chief Secretary for Administration and the Financial Secretary

Subhead (No. & title): (000) Operational expenses

Programme: (2) Government Records Service

Controlling Officer: Director of Administration (Ms Kitty CHOI)

Director of Bureau: Director of Administration

Question:

(a) It is the current practice of the Government Records Service (GRS) to procure archival records relating to Hong Kong from the National Archives of the United Kingdom (TNA). On what criteria are the procurement of such records determined?

(b) How much the Government has paid for the procurement of records from the TNA over the past 5 years? Will there be a budget for more procurements in the future?

Asked by: Hon CHEUNG Chiu-hung, Fernando (Member Question No. (LegCo use): 24)

Reply:

(a) The Government Records Service (GRS) has an established mechanism to keep track of new releases of archival records relating to Hong Kong by the National Archives of the United Kingdom (TNA) and other major overseas archives. It will consider the collection development direction of our holdings, criteria for appraising records and existing resources. GRS will also collect the views of service users, in particular those of the academic and educational sectors, on acquisition of archival materials through user surveys in the formulation of the procurement plan, so as to fulfil its vision and meet the needs of the public. The aforementioned records appraisal criteria are drawn up by the GRS with reference to the experience of and standards adopted by other overseas jurisdictions, with the aim of providing basis for the Archivist grade officers to appraise records transferred from bureaux/departments and procure archival records relating to Hong Kong from overseas archives (including the TNA). According to the appraisal criteria, records likely to be selected as archived records should possess one of the following qualities:

- (i) document or reflect the organisation, functions and activities of government agencies;
- (ii) document the formation process, implementation and outcome of significant policies, decisions, legislation and actions of the Government;

- (iii) document the impact of the decisions, policies and programmes of the Government upon the physical environment, community, organisations and individuals;
 - (iv) document the interaction between the public and the Government as well as between the physical environment and the Government;
 - (v) document the legal rights and obligations of individuals, groups, organisations and the Government; or
 - (vi) contain significant or unique information or aged documents that can enrich the understanding about the history, physical environment, society, culture, economy and people of Hong Kong.
- (b) The expenditures of the GRS on procuring copies of archival records from the TNA over the past 5 years were as follows:

| Year | Expenditure (\$) |
|-------------|-------------------------|
| 2013-14 | 0 |
| 2014-15 | 452,665 |
| 2015-16 | 19,025 |
| 2016-17 | 647,008 |
| 2017-18 | 353,918 |

Since the quantity of records relating to Hong Kong released by the TNA varies from year to year, there may not be suitable archival records for GRS to procure every year. In future, the GRS will continue to procure archival records relating to Hong Kong from overseas archives (including the TNA) to enrich its holdings. In this connection, the GRS will earmark a provision of \$0.30 million in 2018-19 for the purpose.

- End -

CONTROLLING OFFICER'S REPLY**CSO041****(Question Serial No. 4410)**

Head: (142) Government Secretariat: Offices of the Chief Secretary for Administration and the Financial Secretary

Subhead (No. & title): (000) Operational expenses

Programme: (2) Government Records Service

Controlling Officer: Director of Administration (Ms Kitty CHOI)

Director of Bureau: Director of Administration

Question:

With regard to the staff establishment of the Government Records Service:

(a) What were the staff establishment and the expenditures involved in 2016-17 and 2017-18?

(b) The provision for 2018-19 is \$17.4 million higher than the revised estimates for 2017-18, mainly due to the increase of 15 posts to meet operational needs. Please provide, in tabular form, details about the 15 posts and the expenditures involved.

Asked by: Hon CHEUNG Chiu-hung, Fernando (Member Question No. (LegCo use): 52)

Reply:

(a) The staff establishment and the expenditures of the Government Records Service (GRS) in 2016-17 and 2017-18 are as follows:

| | 2016-17 | 2017-18 |
|--|----------------|------------------------------|
| Staff establishment ^{Note 1} | 111 | 109 ^{Note 2} |
| Salary expenditure (\$) | 47,275,571 | 44,661,354 ^{Note 3} |

Note 1: As at the last day of that year (i.e. 31 March).

2: GRS deleted 2 time-limited posts in 2017, including 1 Senior Executive Officer post and 1 Clerical Assistant post, due to the fact that the former had completed time-limited tasks for the review of records management publications and guidelines and the latter had completed the task for the accessioning of motion pictures.

3: As at 28 February 2018.

- (b) The Law Reform Commission (LRC) has studied the existing records management system of Hong Kong and the relevant laws of other jurisdictions, and will conduct public consultation with a view to making appropriate recommendations on possible options for reform if need be. The Government will follow up on this subject after receiving the report from the LRC. In this regard, the GRS will reserve funding of \$9.85 million in 2018-19 for creating 15 posts to follow up on the subject of archives law after the LRC has submitted the report. The salary expenditures of the posts are as follows:

| Post and No. | Salary expenditure (\$) |
|---------------------------------|--------------------------------|
| 1 Senior Administrative Officer | 1,389,540 |
| 1 Archivist | 1,389,540 |
| 2 Senior Assistant Archivists | 1,468,080 |
| 4 Assistant Archivists | 1,944,240 |
| 1 Systems Manager | 989,100 |
| 1 Curator | 989,100 |
| 1 Assistant Curator I | 734,040 |
| 3 Assistant Clerical Officers | 787,680 |
| 1 Workman II | 162,960 |

- End -

CONTROLLING OFFICER'S REPLY

CSO047

(Question Serial No. 5782)

Head: (142) Government Secretariat: Offices of the Chief Secretary for Administration and the Financial Secretary

Subhead (No. & title): (000) Operational expenses

Programme: (2) Government Records Service

Controlling Officer: Director of Administration (Ms Kitty CHOI)

Director of Bureau: Director of Administration

Question:

In respect of promoting the implementation of the Electronic Recordkeeping System (ERKS) across all bureaux/departments, what are the work plans, timetable, expenditure and manpower involved for 2018-19?

Asked by: Hon MOK Charles Peter (Member Question No. (LegCo use): 172)

Reply:

Subsequent to the successful completion of the first phase of Electronic Recordkeeping System (ERKS) implementation in 5 bureaux/departments (B/Ds), the Government commenced the second phase of implementation in late 2015 with the participation of 6 departments. Among them, the Administration Wing, the Intellectual Property Department and the Office of the Government Chief Information Officer have successfully launched their respective ERKS. The Civil Engineering and Development Department has been progressively launching ERKS in its different sections and units since March 2017, aiming to implement the system for the use by the last batch of its staff in the second half of 2018; whereas the Architectural Services Department and the Marine Department will implement the ERKS by phases starting from early 2018. Upon initial completion of the second phase of implementation, the Government will assess and review its effectiveness in 2018, and the results will enable the Government to make informed decisions on the long-term strategy for the full extension of ERKS across the Government.

The implementation of ERKS is conducted through the collaboration of the government departments concerned. The Government Records Service (GRS) is mainly responsible for formulating the standards and functional requirements of ERKS, and providing assistance and advice to B/Ds on the implementation of ERKS. The above work is undertaken by an office comprising 6 Executive Officer grade staff in the GRS as part of their ongoing duties. No separate provision has therefore been made for such work in 2018-19.

- End -

CONTROLLING OFFICER'S REPLY**CSO050****(Question Serial No. 5225)**

Head: (142) Government Secretariat: Offices of the Chief Secretary for Administration and the Financial Secretary

Subhead (No. & title): (000) Operational expenses

Programme: (2) Government Records Service

Controlling Officer: Director of Administration (Ms Kitty CHOI)

Director of Bureau: Director of Administration

Question:

(a) What are the numbers of attendance to the Search Room of the Government Records Service (GRS) over the past 5 years?

(b) What are the total numbers and linear metres of records accessed by the public in the GRS Search Room over the past 5 years?

Asked by: Hon TAM Man-ho, Jeremy (Member Question No. (LegCo use): 619)

Reply:

(a) The numbers of visitors to the Search Room of the Government Records Service (GRS) over the past 5 years (2013 to 2017) are as follows:

| Year | Number of visitors |
|-------------|---------------------------|
| 2013 | 3 526 |
| 2014 | 4 756 |
| 2015 | 5 475 |
| 2016 | 5 664 |
| 2017 | 6 038 |

(b) The total numbers of archival records accessed by the public in the Search Room over the past 5 years (2013 to 2017) are as follows:

| Year | Total number of records accessed |
|-------------|---|
| 2013 | 15 114 |
| 2014 | 12 846 |
| 2015 | 15 161 |
| 2016 | 19 603 |
| 2017 | 23 844 |

GRS does not maintain information on the linear metres of archival records accessed.

- End -

CONTROLLING OFFICER'S REPLY**CSO053****(Question Serial No. 3798)**

Head: (142) Government Secretariat: Offices of the Chief Secretary for Administration and the Financial Secretary

Subhead (No. & title): (000) Operational expenses

Programme: (2) Government Records Service

Controlling Officer: Director of Administration (Ms Kitty CHOI)

Director of Bureau: Director of Administration

Question:

In the "Analysis of Financial and Staffing Provision", it is stated that the provision for 2018-19 is \$17.4 million higher than the revised estimate for 2017-18, which is mainly due to the increase of 15 posts to meet operational needs, filling of vacancies and salary increment for staff. What are the details of the 15 newly created posts in terms of their duties and expenditure on their salaries?

Asked by: Hon WONG Ting-kwong (Member Question No. (LegCo use): 60)

Reply:

The Law Reform Commission (LRC) has studied the existing records management system of Hong Kong and the relevant laws of other jurisdictions, and will conduct public consultation with a view to making appropriate recommendations on possible options for reform if need be. The Government will follow up on this subject after receiving the report from the LRC. In this regard, the Government Records Service will reserve funding of \$9.85 million in 2018-19 for creating 15 posts to follow up on the subject of archives law after the LRC has submitted the report. The salary expenditures of the posts are as follows:

| Post and No. | Salary expenditure (\$) |
|---------------------------------|--------------------------------|
| 1 Senior Administrative Officer | 1,389,540 |
| 1 Archivist | 1,389,540 |
| 2 Senior Assistant Archivists | 1,468,080 |
| 4 Assistant Archivists | 1,944,240 |
| 1 Systems Manager | 989,100 |
| 1 Curator | 989,100 |
| 1 Assistant Curator I | 734,040 |
| 3 Assistant Clerical Officers | 787,680 |
| 1 Workman II | 162,960 |

- End -

CONTROLLING OFFICER'S REPLY**S-CSO01****(Question Serial No. S0015)**

Head: (142) Government Secretariat: Offices of the Chief Secretary for Administration and the Financial Secretary

Subhead (No. & title): (000) Operational expenses

Programme: (2) Government Records Service

Controlling Officer: Director of Administration (Ms Kitty CHOI)

Director of Bureau: Director of Administration

Question:

1. Please advise on the numbers of visitors to the Search Room of the Public Records Office located at 1/F, Hong Kong Public Records Building in Kwun Tong in each of the past 5 years (2013-2017).

2. Please set out in the table below the numbers of frontline staff of the Search Room broken down by work nature in each of the past 5 years (2013-2017).

| Work nature/Number of staff | 2013 | 2014 | 2015 | 2016 | 2017 |
|-----------------------------|------|------|------|------|------|
| | | | | | |
| | | | | | |

3. Please advise on the numbers of records on loan from the Search Room in each of the past 5 years (2013-2017).

4. The numbers of visitors to the Hong Kong Public Records Building in Kwun Tong increased from 3 526 to 6 038 (or 71%) in the past 5 years (2013-2017). Will the Government consider increasing the manpower of frontline staff of the Search Room? Currently, the Search Room is open from 9:00 a.m. to 5:45 p.m. from Monday to Friday, excluding public holidays. Will the Government consider extending the service to Saturdays?

Asked by: Hon AU Nok-hin

Reply:

1. The numbers of visitors to the Search Room of the Public Records Office (Search Room) in the past 5 years (2013 to 2017) are as follows:

| Year | Number of visitors |
|------|--------------------|
| 2013 | 3 526 |
| 2014 | 4 756 |
| 2015 | 5 475 |
| 2016 | 5 664 |
| 2017 | 6 038 |

2. The numbers of staff of the Search Room and the scope of their work in the past 5 years (2013 to 2017) are as follows:

| Scope of work | Number of staff | | | | |
|--|-----------------|------|------|------|------|
| | 2013 | 2014 | 2015 | 2016 | 2017 |
| (i) Providing research and reference services | 7 | 7 | 7 | 8 | 8 |
| (ii) Implementing public education and publicity programmes | | | | | |
| (iii) Processing applications for reproduction and use of archival records | | | | | |
| (iv) Preparing finding aids | | | | | |

As the staff of the Search Room are not only responsible for one single area of work, it is difficult to break down the number of staff for each of the above tasks.

3. The total numbers of records accessed by the public in the Search Room in the past 5 years (2013 to 2017) are as follows:

| Year | Total number of records accessed |
|------|----------------------------------|
| 2013 | 15 114 |
| 2014 | 12 846 |
| 2015 | 15 161 |
| 2016 | 19 603 |
| 2017 | 23 844 |

4. The Government Records Service (GRS) reviews its staffing arrangements from time to time to address the public's needs for the services of the Search Room. In 2016, an additional Assistant Archivist was provided for the Search Room to enhance its research and reference services. Regarding the extension of services of the Search Room to Saturdays, the GRS has to assess the public's demand for such services, additional resources required and the necessary manpower deployment for maintaining the five-day week operation. Nevertheless, the GRS will continue its efforts to digitise frequently accessed and popular archival records and to enrich its online holdings, thereby facilitating public access to archival records through its website without time and location constraints.

- End -