ANNUAL REPORT 2017



Government Records Service

The Government of the Hong Kong Special Administrative Region



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Message from

Government Records Service



Message from Government Records Service Director

2017 was an eventful year for the Government Records Service (GRS).

In March, we rolled out a new web-based computer system, namely Storage Allocation and Records Centre Information System (SARCIS), for managing the scheduling and disposal of government records and the use of our records centre service, which has brought great improvement to the operational efficiency in both GRS and bureaux and departments (B/Ds).

In July, we launched the revamped website of GRS (http://www.grs.gov.hk) to provide a more user-friendly interface for the public to browse the information therein. More archival holdings are now accessible on the website. We also opened up a new "Records Management" corner, publishing a wide range of records management circulars, guidelines and publications for public access. I am glad to report that the revamped website attracted an all-time high hit rate.

In August, we were honoured to have the Chief Secretary for Administration (CS), Mr Matthew Cheung, visit GRS to see our work in action. We are very grateful for his guidance, support and encouragement.

Digital environment brings new challenges to the archives community worldwide. To ensure that our archival collection remains accessible in the many years to come, we continued to learn from the experience of premier archives and acquire more specialised equipment for preservation. New items procured in the year included rotary scanners and scanners for bound volumes. With the new equipment, our technical capability to handle mass digitisation of documents at various formats has increased considerably.

In view of the rapid use of various electronic means for communication, we updated the "Guideline on the Management of Electronic Messages" in December to help B/Ds cope with the new requirements for proper management of born-digital records.

To further enhance the records management training for B/Ds, we embarked on the development of a new web-based on-line training platform in 2017. The on-line training programme, covering various records and archives management subjects, aims to promote self-learning by government staff. It will be launched in 2018. In 2017, our staff took part in three international conferences to learn from overseas experience in archives management and digital preservation. We received two delegations from the Mainland to exchange views on archives management. On local front, we participated in an exhibition organised by the Hong Kong Archives Society to celebrate International Archives Day 2017 and kicked off a programme to visit local archives. Fostering stronger connections with our local and overseas counterparts will help us keep abreast of the global trends on archives management.

In 2018, we will:

- Review B/D's records retention and disposal schedules to ensure timely transfers of archival records to GRS for preservation;
- Promote electronic records management (ERM) in B/Ds to meet the challenges brought by the paradigm shift due to widespread use of digital technology;
- Start the preparation work for the setting up of a digital archive for the long-term preservation of electronic records;
- Review our records management training plan and promote a new online training platform to foster a stronger culture and higher awareness of proper records management among government staff; and
- Develop a new Integrated Information Access System (IIAS) to replace the existing system with a view to streamlining the archives management workflow and providing enhanced on-line services for the public to search our holdings.

I have the pleasure to show you in this report more details of our work in 2017. Enjoy reading!

Zachary Lo Government Records Service Director

Who We Are

About Government Records Service

GRS plays a key role in the management of recorded information for the Government of the Hong Kong Special Administrative Region (HKSAR). It is an office under the Administration Wing of the Chief Secretary for Administration's Office headed by the Director of Administration (D of Adm).

Since its inception in 1989 (formerly known as GRS Division before reorganisation in 2003), GRS has been responsible for preserving government archives, formulation, administration and monitoring of government records management policy and requirements, reviewing records management practices, provision of advice on records management and off-site records centre services. It develops a recordkeeping programme that enables B/Ds to manage information resources appropriate to their purposes.



The logo of GRS shows the bauhinia, the floral emblem of Hong Kong, on the folder icon, representing the preservation of the collective memory of our city.

Our Vision, Mission and Values

Our Vision

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

Our Mission

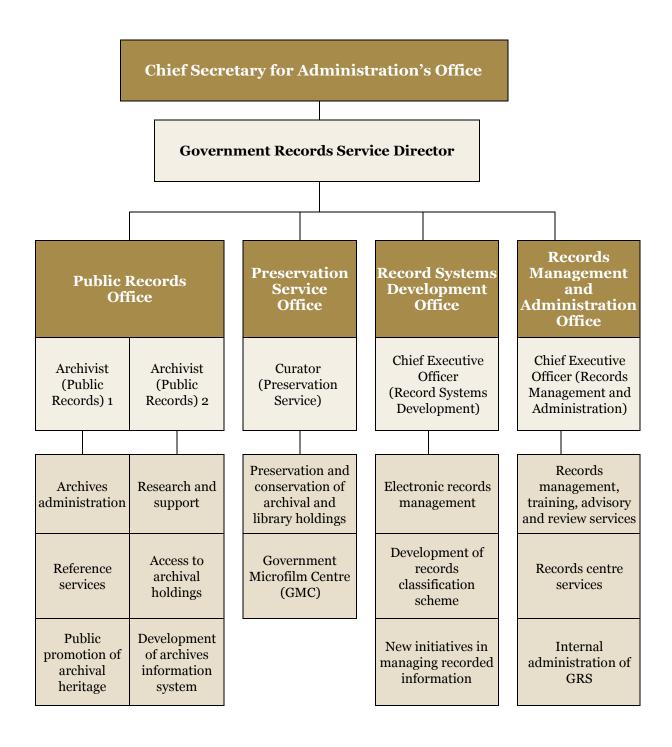
- To build comprehensive and diversified archival collections;
- To provide user-friendly and convenient access to the archival collections;
- To build a digital archive with modern technologies;
- To promote good records management practices among government bureaux and departments and public organisations;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

Our Values

Green	Go Green! Be environmentally conscious through developing and promoting electronic records management in the Government and public organisations.		
Reliability	Create and preserve reliable records to support evidence-based decisions and to promote the documentary heritage of Hong Kong.		
E fficiency	Be efficient in all aspects of records management.		
Accessibility	Enhance public access to our archival collections.		
T ransparency	Be transparent – making our Government more open		

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

Our Organisational Structure



Government Records Service Director

The GRS Director is the head of GRS, who oversees and directs the operation of GRS. GRS consists of four offices, namely:

- Public Records Office (PRO)
- Preservation Service Office (PSO)
- Record Systems Development Office (RSDO)
- Records Management and Administration Office (RMAO)



Front row:	(From left) Miss Jessica Lau, Archivist; Miss Annie Loo, Chief Executive Officer; Mr Zachary Lo, GRS Director; Mr Ted Cheng, Archivist
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Second row: (From left) Mr Andy Ng, Chief Executive Officer; Mr Edward Tse, Curator

Public Records Office

PRO serves as the central archives for permanent retention of archival records of the Government of the HKSAR. It is committed to appraising and acquiring records and material of enduring value and making them available for public access. It offers a rich heritage resource consisting of documents, photographs, films, posters and other records tracing the development of Hong Kong. Archival holdings are available for viewing under the appropriate conditions for protecting the records.

PRO performs the following key archival functions:

- appraisal;
- accessioning and description;
- public programming; and
- reference services.

PRO appraises government records to assess their archival value, selecting those that should be transferred to PRO for permanent preservation. PRO then arranges and describes those archival records, and prepares inventories, finding aids, guides and indexes to help users identify materials relevant to their research interests. To enhance accountability, PRO has implemented consistent procedures for the appraisal, transfer, arrangement and description of archival records. It provides reference services in the Hong Kong Public Records Building (HKPRB). It also provides information of its holdings through IIAS and different kinds of online resources available on the GRS website. Besides, various educational resources such as digital



PRO's archivist introducing our archival holdings to visitors at the International Archives Day Exhibition

albums and more than 40 topical guides about the popular and frequently accessed records series have been prepared to assist members of the public in searching archival holdings more effectively. Each topical guide consists of suggested keywords and a list of selected reference materials of the topic concerned. services Archival face new challenges in the digital age. PRO conducts extensive research to support the enhancement of archives administration and new initiatives of GRS.

PRO also manages the Central Preservation Library for Government Publications (CPL) which contains selected government publications, reports and printed materials on Hong Kong as part of its work to preserve local documentary heritage.

In the light of the increased complexity and diversity of the work, PRO was reorganised into two teams in September 2016, each headed by an Archivist. Team 1 is responsible for archives management, reference services and public promotion of archival heritage, while Team 2 undertakes matters relating to research and support, including research on ERM and digital archives, as well as access to archival holdings and development of archives information system.

Preservation Service Office



Conservation treatment

PSO provides services to support the preservation and conservation of archival materials, including photography, microfilming, bookbinding, environmental monitoring and control and treatment, repair and restoration of fragile and damaged materials.

PSO is responsible for ensuring the security and stability of the environment in which records and archives are held by GRS and for managing GRS' physical facilities, including storage and public areas within all the buildings used by GRS. PSO monitors environmental conditions and provides assessments on the needs and options for space and facilities.

PSO also operates the Government Microfilm Centre (GMC), which is providing microfilming responsible for service to the Government, as well as supporting microfilm requirements for government archives. Furthermore, PSO oversees the digitisation of archives in terms of quality and protection of archival items from damage.

PSO sets up exhibits in the gallery of HKPRB for GRS' annual thematic exhibition. After PRO has selected the subject and mapped out the story line and text to be displayed, PSO chooses from a shortlist of possible exhibit items to design the layout of the exhibition, and then mounts the exhibits.



Scanning and digitisation of microfilm

Record Systems Development Office

As stipulated in the Government's Electronic Information Management (EIM) Strategy promulgated by the Office of the Government Chief Information Officer (OGCIO) in May 2011, B/Ds should take forward ERM as an integral part of the EIM initiative and adopt an electronic recordkeeping system (ERKS) to drive ERM in the Government.

RSDO is responsible for developing standards, best practices and guidelines for government-wide implementation of ERM and ERKS, and providing support and assistance to B/Ds to develop or adopt an ERKS.

ERM refers to the application of records management principles to manage records by using electronic systems, notably an ERKS. ERKS is a computer system for records management. It is capable of collecting, organising, classifying, and controlling the creation, storage, retrieval, distribution, maintenance and use, disposal and preservation of both electronic and non-electronic records. It supports records managers, records management staff and records users to perform day-to-day records management functions in an efficient and effective manner.

RSDO plays an important role in promoting ERM across the Government and providing essential training for B/Ds in taking forward ERM and ERKS.

RSDO also participates in the Government's Steering Group EIM meetings. providing advice proper on management of electronic records. developing and promoting e-government initiatives.



Experience Sharing Session on Electronic Recordkeeping System: Changes from paper-filing to electronic-filing through ERKS

To enhance compliance with best practices in records management, RSDO is responsible for co-ordinating the review and update of GRS' records management publications. Besides, RSDO provides advice to B/Ds on vital records management.

Records Management and Administration Office

RMAO develops a comprehensive system to manage records and oversees its effective and efficient implementation in the Government. It provides training, advisory, review and records centre services to B/Ds, as well as administration services to all GRS offices.

The Training and Consultancy Unit provides training and advisory services to B/Ds to support their effective management of government records and application of related policies, guidelines and procedures.

The major functions of the Training and Consultancy Unit are to:

- plan, develop and organise regular training courses to assist different levels of personnel to perform their records management responsibilities more effectively and efficiently;
- organise records management training courses or seminars for B/Ds and public organisations on a need basis with a view to promoting good records management practices; and
- conduct studies and provide advice and recommendations on records management to B/Ds and render assistance to them in implementing the recommendations.



Annual Records Management Seminar for Public Organisations 2017

The Records Management Review Unit is responsible for reviewing the records management practices of B/Ds. These reviews aim to assess B/Ds' compliance with the mandatory records management requirements and adoption of good practices, and identify areas for improvement.

We have two Records Centres (RCs) located in Tuen Mun which offer 116,000 linear metres of storage space. The Records Centre Service Unit facilitates B/Ds to dispose of their time-expired records and provides intermediate storage facilities for B/Ds' inactive records to achieve cost-effectiveness.

Specifically, the functions of the Records Centre Service Unit are to:

- authorise records retention and disposal schedules (disposal schedules)¹ for government records after consulting the archivists and other offices of GRS;
- approve disposal of government records in accordance with the disposal schedules, and in consultation with the archivists and other offices of GRS where necessary; and
- provide centralised intermediate storage for inactive government records, with a view to offering the storage, maintenance, safeguarding, referencing, retrieval and disposal services for the inactive records of B/Ds in a more economical and efficient manner.



Management team of Records Centre Service Unit

¹ **Records Retention and Disposal Schedule**, also known as records disposal schedule, is a systematic listing or description of an organisation's records, setting out the arrangements to be made for their custody, retention and final disposition. Such schedules of government B/Ds should be drawn up with the authorisation of GRS Director.

The Administration Service Unit advises and collaborates with all offices in GRS to provide effective administrative service in respect of:

- human resources management;
- financial management;
- procurement activities;
- administration of a Local Area Network; and
- accommodation and building management.



Staff of the Administration Service Unit at the Christmas party 2017

Our Staff

As at 31 December 2017, GRS had a total of 104 staff members. They are from different civil service grades, working together for the betterment of records and archives management in the Government.



Archivist Grade

- 2 Archivists
- 6 Senior Assistant Archivists
- 8 Assistant Archivists

All Archivist grade officers have obtained master degrees in relevant disciplines such as history, archives and records management, library science, political science. etc. The Senior Assistant Archivists or above have also obtained a postgraduate diploma in archives and management received records and ongoing professional training in related subjects. The newly recruited Assistant Archivists are provided with in-house training and are required to pass a proficiency test involving written and practical exercises after one year's service. Upon passing the test, they are required to take a postgraduate programme on archives and records management.

 Curator Grade 1 Curator 3 Assistant Curators II 	Officers of the Curator grade, which is under the management of the Director of Leisure and Cultural Services (DLCS), are mainly deployed on four different streams, namely Art, Conservation, History and Science. Officers deployed to GRS come from the Conservation Stream, participating in work relating to handling, identification, examination and conservation of archival and library collections and loan exhibits; environmental monitoring and control programmes in archival repositories and display venues as well as the rendering of preventive measures for the preservation
Executive Officer Grade 1 Principal Executive Officer 2 Chief Executive Officers 3 Senior Executive Officers I 5 Executive Officers II 5 Executive Officers II	Executive Officers are professional managers who specialise in office administration, personnel, systems and resource management. Among their great variety of duties are records management and the supervision of the operation of filing registries in B/Ds. By the depth of administration experience and breadth of knowledge gathered from postings among different B/Ds, Executive Officers form a versatile cadre in performing various duties relating to records management.
Librarian Grade 2 Librarians	Librarians, with their professional knowledge in library studies, are mainly responsible for library services. The Librarian grade is a grade under the management of the DLCS.
Clerical and Other Grades 63 staff members	They include Senior Clerical Officers, Clerical Officers, Assistant Clerical Officers, Clerical Assistants, Personal Secretary II, Senior Photographer, Photographers I, Photographers II, Printing Technicians I and Workmen II.



Mr Matthew Cheung, CS, accompanied by Ms Kitty Choi, D of Adm, visited GRS in August to understand better the implementation of government records management programmes, preservation and conservation of public records and promotion of public awareness of local documentary heritage. He also made use of the opportunity to meet with staff of GRS.



Mr Cheung toured the archival repositories, public service areas and the conservation and preservation facilities.



Mr Cheung chatted with front-line staff and commended their good work.



Our Facilities

HKPRB at 13 Tsui Ping Road, Kwun Tong, Kowloon was opened in 1997. It is a purpose-built archival facility providing permanent and suitable environment for preservation of the archival and library holdings. In addition to the archival repositories, HKPRB also houses conservation laboratories, advanced digital imaging and microfilming equipment and associated film processing facilities, providing preservation support to the archival and library holdings.

Archival and Library Repositories



The climatic condition of all archival and library repositories are carefully monitored by a 24-hour real-time climatic data-logging system. The air-conditioning system is adjusted according to the climatic data recorded against the set values of temperature and relative humidity. All the light sources in the repositories are ultraviolet light free so as to minimise the damage from light.

As pests are the common problem in the preservation of archival materials, an integrated pest management programme is implemented in HKPRB. All incoming records from outside HKPRB are inspected for possible signs of pest infestation. If suspicious items are found, fumigation treatment will be conducted to eradicate the pests immediately. Pest activities within HKPRB are monitored by means of insect traps and baits.

To address the risk of fire in repositories, FM200 systems are installed which can suppress fire when released in the air, thus avoiding water damage to the archives caused by traditional sprinkler systems.



Climatic monitoring devices



Pest control equipment



FM 200 Fire Suppression System in all repositories

Search Room



We welcome visitors to our Search Room to consult our archival records and library materials. This room is designed to provide a suitable environment for the users to conduct research into the archival collections kept by GRS. It is open from 9:00 a.m. to 5:45 p.m. on Monday to Friday, excluding public holidays.

Facilities for public service	Quantity
Seating capacity	30
Personal computer with catalogue	7
Personal computer connected to internet	1
Personal computer for viewing digital records	2
Photocopying machine	1
Audio-visual player	2
Microfilm reader	5
Microfilm hard copy printer	2
Free WiFi connection	Available

Exhibition Hall

Each year, PRO organises a thematic exhibition to introduce its valuable holdings in the Exhibition Hall of HKPRB. From December 2016 to January 2018, the exhibition "Great Scenery Along the Way: Exhibition of Street Scenes at Bus Stops on Hong Kong Island in the 1970s" was staged, together with a thematic web page. The exhibition was free of charge and open to public from Monday to Friday (excluding public holidays) from 9:00 a.m. to 5:45 p.m.



Lecture Room



A Lecture Room with a total capacity of 40 seats is available in HKPRB for holding records management training events or educational workshops. Every Friday, it is converted to a Video Room open to the public for viewing the thematic film show "Features of Hong Kong and the New Territories (1960s-70s)", which comprises footage transferred from the Information Services Department.

Preservation Laboratory

The Preservation Laboratory is responsible for preservation and conservation of archival materials.

PSO works to retard the deterioration of the archival collections to ensure long-term accessibility. This activity is carried out by using specialised techniques to allow minimal intervention into the original material in accordance with the Ethics for Conservators. Every step is documented for future reference.

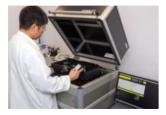
With the rapid advancement in digitisation technology in recent years, PSO has acquired new specialised equipment to expedite the digitisation of archives to facilitate access to these items.



High-speed Rotary A3size Scanner for mass digitisation of archives



Planetary A3-size Scanner for capturing digital images of flat documents and bound volumes up to A3 size



Digital Image to Microfilm Recorder for recording the digital images of the archives on microfilm for preservation

Government Microfilm Centre



GMC is an ISO 9001:2015 (Quality Management System) certified unit of PSO. In addition, GMC has adopted the standards issued by the American National Standards Institute and Association for Information and Image Management (ANSI/AIIM) for production of the highest quality microfilm records. With a sophisticated quality team of professional photographere. CMC

management system and a team of professional photographers, GMC provides customer-driven and quality microfilm services for B/Ds.

Records Centres



GRS has two RCs in Tuen Mun, namely Tuen Mun Records Centre (in Tuen Mun Government Storage Centre) and YKK Records Centre (in YKK Commercial Building). The total floor area of the two RCs is 15,200 square metres and they have a storage capacity of 116,000 linear metres. The two RCs offer centralised and cost-effective intermediate storage service for inactive records, enabling B/Ds to avoid using costly office space and equipment for maintaining such records.

RCs are equipped with various facilities to provide quality storage service to B/Ds, such as a strong room, air-conditioning systems, mobile shelving systems, climatic sensors and dehumidifiers. To maintain a stable environment for storing inactive records, strict climatic control is imposed on RCs. PSO conducts analysis on the climatic data gathered from the sensors regularly. If irregularities are observed, remedial actions will be carried out promptly.



What We Do

The Records Management Regime in the Government

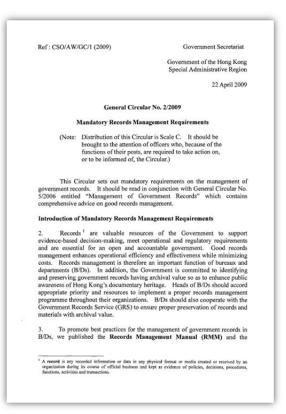
The Government fully recognises the importance of records management in enhancing openness, accountability, efficiency and effectiveness, and is committed to identifying and preserving government records having archival value. While Hong Kong has not implemented an archives law at present, the essential principles of records management adopted internationally have been implemented in Hong Kong through a comprehensive administrative framework underpinned by a set of mandatory records management requirements.

Obligations and Responsibilities

Responsibilities for proper management of government records are shared between GRS, the central records management service agency of the Government, and B/Ds that create and collect records.

GRS is responsible for formulating and monitoring government records management policy and requirements, reviewing records management practices of B/Ds, preserving government archives and providing off-site records centre services.

On the other hand, B/Ds are required and implement to institute comprehensive records management programme in accordance with the Government's policy and requirements, taking their unique operational and records management The head of needs into account. each B/D assumes the overall responsibility. directorate and а officer is designated to oversee the matter to ensure that its records management programme is supported by the corporate policy with allocation of appropriate priority To assist the head of and resources. B/D in the establishment and implementation of the departmental records management programme, a Records Departmental Manager (DRM), who is normally the



Departmental Secretary or an officer not below the rank of Senior Executive Officer (SEO) or equivalent, is appointed to take up the responsibility. As records management is a joint effort, all officers in a B/D should cooperate with their DRM in complying with the procedures and requirements set out in the departmental records management programme.

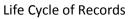
Recordkeeping Requirements

It is the Government's policy and requirements that the records management programme in each B/D should apply to the entire life cycle of a record from its creation to final disposal.

Creation and collection

The Government has promulgated guidelines on creation and collection of records. The key principles are (i) records should be created and collected to meet B/Ds'





operational, policy, legal and financial purposes; (ii) B/Ds should document government functions, policies, procedures, decisions and transactions to serve as reliable evidence; and (iii) the creation and collection of records should be adequate but not excessive. All B/Ds have developed business rules on what records are to be kept, covering all business functions and activities. These business rules, which incorporate records creation and collection as part of daily operation and hence minimise the risk of inadequate creation and collection of records, are promulgated by B/Ds in a way that can be used by their staff in their daily work.

Apart from paper records, B/Ds keep e-mails created or received in the course of official business as records to serve as evidence of such business. For those B/Ds which have yet to implement an ERKS for keeping electronic records, they are required to print and file e-mail correspondence in paper-based files for record purposes.

Records inventory

B/Ds are required to prepare and maintain an accurate inventory of records which should at least include file title, file reference number, date opened and date closed, and storage location. Such records inventory should be regularly updated to cater for changes.

Classification

B/Ds are required to organise records systematically according to a records classification scheme^{2.} They are required to seek approval from their respective DRMs for adoption of new classification schemes.

There are two categories of records in the Government, namely administrative records³ and programme records^{4.} Given the generic nature of administrative records, GRS has promulgated a standard classification scheme providing standard primary subject terms on administrative activities, which B/Ds are required to adopt. As regards the programme records, B/Ds should follow the procedures set out by GRS to develop their own classification schemes. They are required to review the classification schemes every two to three years.

Custody and security

B/Ds should put in place appropriate arrangements to ensure the safe custody of their records and protect them from unauthorised access, use, disclosure, removal and alienation, as well as deterioration, loss, destruction, and other hazards. Besides, B/Ds are required to report any loss or unauthorised destruction of records to GRS immediately. The DRM of the



B/D concerned will investigate, implement improvement measures and consider taking disciplinary action or other administrative action against the staff concerned. Upon receiving the DRM's report which should be submitted within three months, GRS will consider the B/D's findings and actions and provide advice as appropriate.

² A **records classification scheme** is a plan for logical arrangement of records according to one or more of the following: business functions, activities and contents of the records.

³ **Administrative records** are housekeeping records created or received during the course of day-to-day administrative activities that deal with general administrative activities, accommodation and facilities, procurement and supplies, finance and accounting, human resources, information services and information technology. Records of this nature are common to all B/Ds.

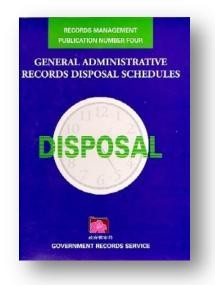
⁴ **Programme records** are functional/operational records created or received by a B/D whilst carrying out the primary functions, activities or mission for which the B/D was established. Records of this nature are usually unique to each B/D.

Vital records protection

B/Ds should identify and protect their vital records⁵ by way of duplication or off-site storage to ensure uninterrupted operation of major business functions. A vital records protection programme has to be established by all B/Ds in accordance with the guidelines provided by GRS.

Scheduling and disposal

B/Ds are required to establish disposal schedules to cover all their records. Records disposal refers to the variety of ways and actions taken on records when the records become time-expired according to the disposal schedules. Common disposal actions include transfer of records to GRS for appraisal of their archival value, permanent retention by GRS as archival records, immediate destruction, migrating the content of records to a different storage medium such as microform or electronic format, etc. B/Ds must obtain the prior agreement of the GRS Director before they destroy any government records.



When disposing of administrative records, B/Ds should adopt the General Administrative Records Disposal Schedules (GARDS) developed by GRS which sets out the retention periods and the disposal actions of records in different subject groups. For example, policy-related administrative records appraised by GRS as having enduring value will be preserved as archival records whereas day-to-day administrative records pertaining to procurement or recruitment matters will be destroyed after the prescribed retention periods up to 13 years.

For programme records, B/Ds should, in consultation with GRS, develop their own records disposal schedules having regard to the administrative, operational, fiscal and legal requirements and archival values of the records. GRS will consider the draft disposal schedules submitted by B/Ds and discuss with B/Ds before finalising them. With the approval of GRS, the finalised disposal schedules should be endorsed by an officer not below the rank of SEO or equivalent in the B/D concerned.

⁵ Vital records are records containing information essential to the survival and continued operation of a B/D in the event of an emergency or disaster.

Records scheduling should be conducted to establish disposal schedules within two years of creation of new series of programme records. Besides, all disposal schedules should be reviewed at least once every five years by B/Ds. In this connection, GRS has issued a set of guidelines and checklists to facilitate such reviews by B/Ds.

B/Ds should dispose of time-expired records at least once every two years. In the interests of proper internal control, disposal of records, including destruction of records, should be considered and endorsed in writing by an officer not below the rank of SEO or equivalent. All requests for destruction of records should be processed in accordance with the requirements set out in the corresponding disposal schedules approved by GRS. The decision as to whether records are of archival value or potential archival value has been made when the relevant disposal schedules were drawn up. For time-expired records having no archival value, the GRS Director's agreement is required prior to their physical destruction.

Appraisal

GRS appraises government records to determine which records possess archival value and should be permanently retained or otherwise could be destroyed. Our Archivist grade officers adopt a set of appraisal guidelines ⁶ based on the experience of and standards adopted by overseas jurisdictions.



For time-expired administrative records having potential archival value as set out in GARDS, B/Ds would refer them to GRS for appraisal. For programme records, GRS will appraise their archival value when reviewing the draft disposal schedules drawn up by B/Ds. Those assessed to have potential archival value would be appraised again by GRS to determine their final disposition when they become time-expired. To complement B/Ds' disposal schedules and to remind B/Ds to close their files in a timely manner, GRS would call for all government records reaching 30 years old appraisal. Only for those records

confirmed to be of no archival value will be approved by the GRS Director for destruction.

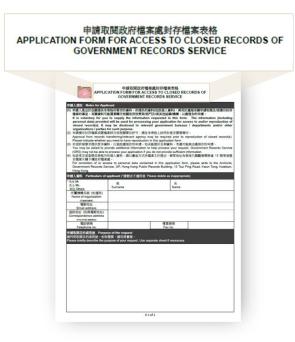
⁶ See pages 35 and 36 of this Annual Report.

Transfer

B/Ds are required to transfer time-expired records appraised as having archival value to GRS for permanent retention according to GARDS and disposal schedules. This is to ensure that archival records are stored in a suitable environment which preserves their perpetuity and caters for eventual access by members of the public. B/Ds have been reminded of the importance of minimising deferral of transfer of time-expired records having archival value / potential archival value to GRS. If there are valid reasons to defer the transfer by more than two years, B/Ds should set them out in writing for agreement by a directorate officer in the B/D concerned at the level of deputy secretary / deputy head of department. Besides, GRS should be consulted in advance.

Public Access

Access to archival records is managed through the Public Records (Access) Rules 1996 (see Annex). In general, public access will be allowed to archival records which have been in existence for not less than 30 years or the contents of which have at any time been published or wholly disclosed to the public. The GRS Director may, in his discretion and in accordance with general instructions given to him the Chief Secretary for bv Administration, permit any person to inspect closed records held in GRS. In exercising his discretion, the GRS Director will have regard to the view of the originating or transferring agencies of the records in question as to the suitability of any information or



matter contained therein being rendered accessible to the public; any statutory or administrative requirements related to the protection of personal data; and the provisions of the Code on Access to Information (the Code).

To provide better service to the public, GRS has institutionalised the appeal channel on access to records by enabling the public to appeal to D of Adm against GRS' decision, and to lodge a complaint with The Ombudsman if they are concerned about any maladministration in the handling of their requests.

Compliance and Enforcement

Monitoring of compliance

In the interests of continuous improvement and compliance monitoring, a two-pronged approach is implemented to review B/Ds' records management practices. This approach comprises self-assessment conducted by B/Ds and departmental records management reviews conducted by GRS.

GRS coordinates B/Ds' self-assessment of their records management on a regular basis according to the records management life cycle, so that the entire spectrum of records management issues ranging from records creation to disposal of records is covered. Through such self-assessments, B/Ds will be able to assess their compliance with the records management requirements and adoption of good practices as promulgated by the Government.

To complement the self-assessments, GRS also conducts in-depth departmental records management reviews for individual B/Ds with a view to assessing departmental management's awareness of, commitment to and involvement in practising good records management. Further, GRS can evaluate B/Ds' compliance with the mandatory requirements and adoption of good records management practices, and identify improvement areas as well as good practices. During the review, GRS will conduct departmental visits and examine the departmental records management programme of the B/D concerned through review of documentation on records management, examination of recordkeeping systems, surveys and visits, interviews and At the end of the departmental records focus group discussions. management review, D of Adm will convey GRS' findings and recommendations to the head of the B/D concerned who is required to submit half-yearly progress reports to GRS accounting for the progress of implementation of the recommendations.

Enforcement and sanctions

The current administrative regime imposes binding obligations on government servants to comply with the records management requirements promulgated by the Government. Disciplinary action will be taken against a government servant in the event of non-compliance with the mandatory requirements and/or dereliction of records management duties. Depending on the circumstances and seriousness of the non-compliance, punishment ranging from verbal or written warnings, reprimand, severe reprimand, demotion, compulsory retirement to dismissal may be imposed.

Training



To support B/Ds' effective management of government records and application of related guidelines and procedures, GRS plans, develops and organises regular training courses for different levels of records management personnel and general records users. More details and figures are provided on pages 59-61.

Performance Pledges and Indicators of GRS

With a view to engendering a customer service culture and improving the standards across the full range of services, GRS has published its performance pledges on its website since 2009. Our achievements in 2017 are set out below:

Performance Pledges

	Performance Pledge	Target	Achievement in 2017
1	Services provided to the public		
	• To make archival records available to users in the Search Room within 60 minutes	95%	99.5%
	• To make library items available to users in the Search Room within 30 minutes	95%	100%
	• To process within four working days an application for permission to use the holdings of GRS for publication or production, where the copyright of the holdings rests with the Government	95%	100%
	• To process an application for group visit to PRO within four working days	95%	100%
2	Services provided to B/Ds in the Government		
	• To make records stored in RCs available to B/Ds within three working days	95%	100%
	• To determine and advise on matters relating to microfilming requests within three working days	95%	100%
	• To achieve an acceptance rate of 98% for GMC's products	98%	99%

Other Performance Indicators

	Performance Indicator	Target	Achievement in 2017
1	To acquire archival records (linear metres)	600	614
2	 To render reference and research services to the public: No. of visitors No. of enquiries No. of visits Exhibition 	5,600 10,000 30 1	6,038 11,559 36 1
3	To conduct departmental records management studies / reviews	2	2
4	To conduct training for DRMs and their assistants on records management (no. of government officers trained)	2,400	2,476
5	To publish records management manuals, handbooks and newsletters	2	2
6	To provide intermediate storage facilities for inactive government records in terms of utilisation rate	95%	95%
7	To microfilm records for other government B/Ds (no. of images)	2,750,000	2,695,073

Archival Records

Archival Stock

PRO has 2,229 Hong Kong Record Series⁷ and 208 Hong Kong Manuscript Series⁸ in various formats, including files (759,626 nos.), bound volume records (3,808 nos.), maps and plans (8,489 nos.), photographic materials (15,723 nos.), audio-visual materials (2,983 nos.) and microforms (708,262 nos.). They were transferred from government B/Ds, offices or agencies, public organisations, private institutions and individuals, and accessioned by PRO, adding up to about 20,627 linear metres (1,498,891 nos.).

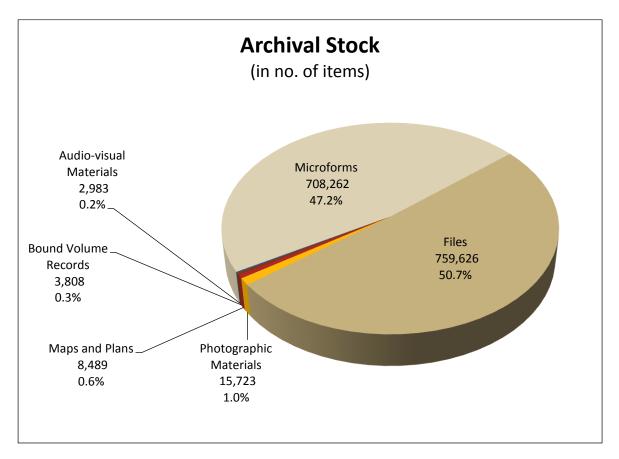
GRS holds archival materials in all media and formats, as summarised below:

- Approximately 20,271 linear metres of government archives from over 100 different government B/Ds, offices or agencies; and
- About 356 linear metres of non-government records of public organisations, private institutions and individuals associated with the history and development of Hong Kong.



⁷ **The Hong Kong Record Series** comprises selected government records created or received by government agencies in the course of their business.

⁸ The Hong Kong Manuscript Series comprises private records, personal papers and records of public organisations and private institutions donated to PRO as well as copies of records relating to Hong Kong purchased from other overseas archival institutions.



The breakdown of GRS' archival stock by categories is as follows:

Records Appraisal and Acquisition of Archival Records

GRS appraises government records to determine which records possess archival value and should be permanently retained or otherwise could be destroyed. Since records appraisal is an important process for ascertaining the archival value of government records, GRS places much emphasis on this task. Our Archivist grade officers adopt a set of appraisal guidelines based on the experience of and standards adopted by overseas jurisdictions.

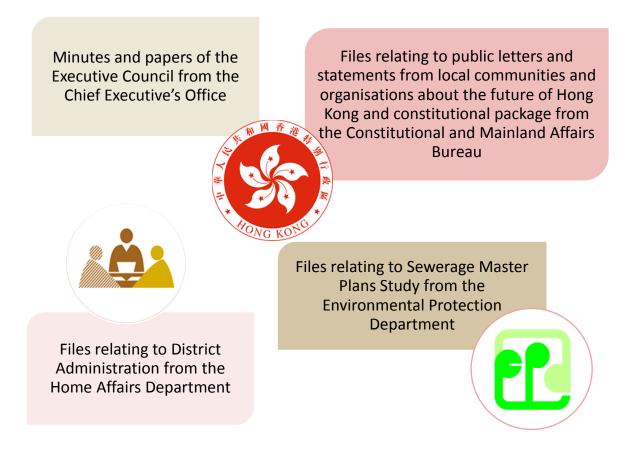
Records likely to be selected as permanent archives should possess one of the following qualities:

- Document or reflect the organisation, functions and activities of government agencies;
- Document the formation process, implementation and outcome of significant policies, decisions, legislation and actions of the Government;

- Document the impact of the decisions, policies and programmes of the Government upon the physical environment, community, organisations and individuals;
- Document the interaction between the public and the Government as well as between the physical environment and the Government;
- Document the legal rights and obligations of individuals, groups, organisations and the Government; or
- 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.

Following the guidelines, Archivist grade officers will study carefully the records and ascertain if the records possess archival value for permanent retention by GRS. The records with archival value are transferred to GRS when their retention periods in the government agencies expire according to the relevant disposal schedules.

In 2017, 614 linear metres of archival records were transferred to GRS for permanent retention. Some notable series include:





Files relating to Sir Edward Youde Memorial Fund from the Student Finance Office

Files relating to the resumption and clearance projects for Chek Lap Kok airport and Tung Chung development from the Lands Department

Files relating to mail conveyance, parcels and stamp issuance from the HongKong Post



Files relating to planning of Hong Kong Central Library and library stock development from the Leisure and Cultural Services Department

Fil Rfil Civil Aviation Department

Files relating to examination and licensing matters of aircrew personnel from the Civil Aviation Department

Files relating to fisheries and livestock matters from the Agriculture, Fisheries and Conservation Department

Files relating to Comprehensive Licence information system from the Trade and Industry Department



File relating to programmes administration from the Radio and Television Hong Kong Apart from preserving archival records of the Government, GRS also makes efforts to enhance its existing archival holdings through acquiring copies of archival records relating to Hong Kong from overseas archives, such as the National Archives of the United Kingdom (TNA). 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. When formulating the procurement plan for such archival records, we take into account the development direction of our collection, criteria for appraising records, existing resources, as well as the views of service users, in particular those of the academic and educational sectors, obtained through user surveys.

In 2017, GRS procured a digital copy of 105 archival records relating to Hong Kong from TNA. These records are mainly related to the following subjects:

- Relations between Hong Kong and China
- Future of Hong Kong
- Constitutional development
- Sino-British Joint Declaration
- Leading personalities in Hong Kong

GRS also procured a digital copy of two archival records relating to the future of Hong Kong from the Ronald Reagan Presidential Library of the United States.

These archival records have been made available for public viewing in the first quarter of 2018.

Access to Records

Number of Records Open to Public Access

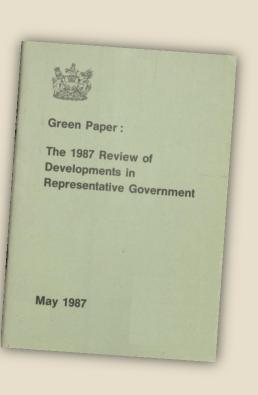
Access to archival records kept by GRS is managed through the Public Records (Access) Rules 1996. In general, the public are allowed access to archival records which have been in existence for not less than 30 years or the contents of which have at any time been published. Where a transferring B/D has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

In 2017, a total of 17,628 archival records were newly opened. As a result, the number of total archival records open for public access has reached 778,458.

Among the archival records newly released in 2017, there is a wide variety of records dating from 1940s to 1980s, covering the following subject matters:

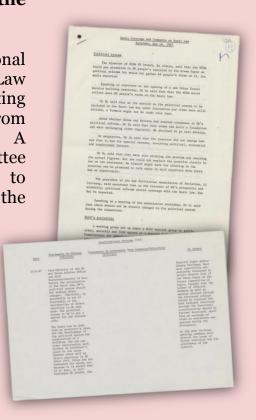
Development in representative government

1987, the Government May In published the "Green Paper: The 1987 **Developments** Review of in Representative Government" to review the development of representative government, taking fully account into the terms of the Sino-British Joint Declaration on the Question of Hong Kong, which provided for Hong Kong to become a Special Administrative Region of the People's Republic of China with effect from July The records are about the 1, 1997. response to the green paper and the summaries of media comments. Thev also cover the comments of the commentators and statements of local political figures on the formation and implementation of the representative government and direct election.



Media Coverage on drafting of the Basic Law

The Basic Law is the constitutional document for HKSAR. The Basic Law was drafted by the Basic Law Drafting Committee composed of members from both Hong Kong and the Mainland. Basic Law Consultative Committee (BLCC) was established in 1985 to canvass views in Hong Kong on the drafts. The records are about the media coverage and comments of commentators and scholars on the drafting material of the Basic Law in 1987 regarding such issues as the political system and constitutional development, activities of BLCC, and statements made by BLCC members. Chinese officials and British officials.



Royal Visit 1986

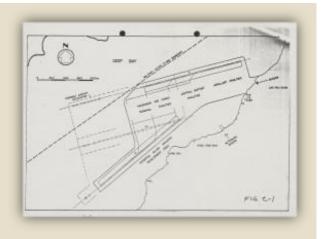
Queen Elizabeth II and His Royal Highness The Prince Philip paid a second visit to Hong Kong from 21 to 23 October 1986. It had been eleven years since their last visit in 1975. The Queen's

visit in 1986 followed her historic visit to China. The records document the preparation and arrangement for the Queen's visit. Besides containing welcoming speech, notes of officials, visit guests of official programmes, functions and appreciation letters, the records also contain a booklet entitled "Royal Visit 1986 - Official Souvenir Programme" (英女皇訪港 1986 - 政府紀念特刊).



Airport Studies

The current Hong Kong International Airport was relocated from Kai Tak to Chek Lap Kok and has been in operation since 1998. Dated back to the 1980s, in view of the imminent shortfall in capacity at Kai Tak Airport, the Government began searching for alternative



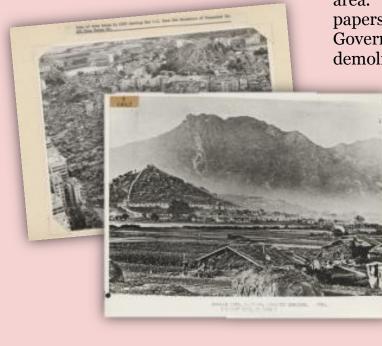
locations for replacement of the aging airport. Apart from Chek Lap Kok where the international airport is now located, Deep Bay was once studied as an alternative site. The records document the feasibility study about the proposed replacement of Kai Tak Airport at Deep Bay. Information such as indications of potential capacity, operating constraints and construction cost is included.



As for the Shek Kong Airfield, its construction started in 1938 but was only completed in 1950 due to the Japanese occupation of Hong Kong from 1941 to 1945. In 1952, the Royal Air Force (RAF) extending suggested the runway to minimise the risk possible of aircraft overshooting. The records contain the correspondence exchanged between RAF and the Government concerning the extension of runway of the Shek Kong Airfield. An aerial photograph and some drawings of the Shek Kong Airfield (1950s) are shown above.

Kowloon Walled City

The Kowloon Walled City once stood in the area now named Kowloon Walled City Park. It was formerly enclosed by a stone wall built in 1847. measuring 700 feet by 400 feet, and enclosing an area of around 6.5 acres. After the signing of the Convention between Great Britain and China Respecting an Extension of Hong Kong Territory (中英展拓香港界址專 條) in June 1898, the control of the Walled City Kowloon became controversial and unclear. The area considered as largely was а ungoverned and densely populated settlement till its complete demolition in April 1994. The records, covering the period from 1960s to 1980s, document the Government's attempt and effort in improving the environment and living condition of the Kowloon





Walled City and its surrounding area. The records also contain papers relating to the Government's plan for the demolition of the Kowloon

> Walled Citv announced in 1987. from the Apart correspondence different between government agencies, there are maps, photographs, newspaper clippings and survey concerning living in the Kowloon Walled City in the records.

Transportation surveys and studies



The Transport Department has conducted studies on various modes of transport to facilitate the formulation of transportation policy in forming a highly developed and sophisticated transport network. The records are about surveys on urban taxi in Hong Kong and overseas cities, such as Tokyo and New York; New Territories taxi and minibus:

studies on Tsim Sha Tsui traffic; Rehabus; Airport Public Bus Services; provision of berthing facilities; Vehicular Ferry Services and provision of travel fare subsidies to the elderly, etc. The records cover the period from the early 1980s to 1988.

Tsing Yi Bridge

The Tsing Yi Bridge, also known as Tsing Yi South Bridge (upon completion of the Tsing Yi North Bridge in 1987), is the first bridge to Tsing Yi Island. Construction of the bridge commenced in late 1971 and was opened by Sir Murray MacLehose, the Governor of Hong Kong, on 28 February 1974. With the proposed construction of a new electric power station in Tsing Yi Island in 1960s, the China Light & Limited Power Company approached the Government for the study of laying power cable along a new proposed bridge



between Kwai Chung and the island across Rambler Channel. The bridge was subsequently constructed by a consortium comprising China Light & Power Company Limited and five other companies. It was handed over to the Government upon completion. The record documents the feasibility study for building the bridge, and discussions among government departments, such as the Public Works Department and New Territories Administration, on the project during the period from 1964 to 1973. Maps and plans about the project can be seen in the record.

(Revised on 7 September 2018)

Land use and planning

The Town Planning Office was established in 1973 and merged with various district planning sections of the Territory Development Department in 1990. It responsible for was studying and planning the development and use of different kinds of land in order to let people live and



work in a desirable place. The records, transferred from the Town Planning Office, are about district land use planning in urban areas such as Shau Kei Wan, Lei Yue Mun and North Point as well as rural areas such as Sham Tseng. The subject matters concern land development and its investigations, studies on land use feasibility, leasing of land for constructing certain facilities as well as relocation of certain facilities from specific residential and recreational areas, covering the period from the early 1970s to the mid-1980s.

Reclamation of the Hung Hom Bay

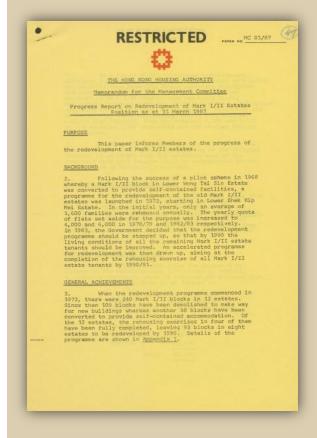


Phase I of the reclamation work of Hung Hom Bay commenced in 1986. After completion of the work. an area of approximately 20.5hectares of foreshores and sea-bed at Hung Hom Bay created for were the purpose of expanding the

Kowloon Goods Yard of the Kowloon Canton Railway Corporation and the provision of other uses. The records contain tenders for the reclamation project, planning and feasibility study on the reclamation and the discussion on developing the Hung Hom area, etc. Besides, there are colour photographs which were taken to record the progress of the reclamation work on a monthly basis. The photographs record the scenes of the reclamation site areas, course of the reclamation process, earth dumping and dredging sediments along waterfront. They also record scenes of the areas nearby and the Victoria Harbour in the mid-1980s.

Public housing

In the 1980s, the Government continued the policy of provision of public housing and launched the first batch of public housing under the Home Ownership Scheme with the aims to allow low-income



families to own their homes for the first time. The records touch on various issues. including redevelopment of old housing estates such as the Tai Hang Tung Estate and the Tung Tau Estate, public housing for special groups of people, housing planning and development in Siu Sai Wan and Lei Yue Mun Barrack, identification of land for public housing in the future, and construction planning of housing estates under the Home Ownership Scheme. The records cover the period from the early 1970s to the late 1980s.

Supply of Fuel

The stock of fuel, including coal and firewood, in Hong Kong was relatively insufficient under the then prevailing intense crisis of the Middle East in the 1950s. It was estimated that the stock remained could only last for one month and most of the supply was from China. The Government held a series of discussions on the supply of fuel in the 1950s and 1960s. Besides touching on the Government's firewood stockpile policy, the records contain correspondence and statistics relating to import and export of coal and firewood, stock of petrol and oils, possible alternative to firewood, and firewood distribution measures during emergency from the 1940s to 1960s.

1967 Disturbances

九六七年六月一日 一位之員責人報告、 能有助於维持本港之活安者,精即何所属部門之首長式 瑞在致力藏務方面 關除謹言,无應特别注意,倘有任何資料而認為係 切 布政司祁濟 勿透蛇為要。 之表现 之罪平時日、寶有莫大 · 堪称良好示能 服務精神 继续努力 潮洞

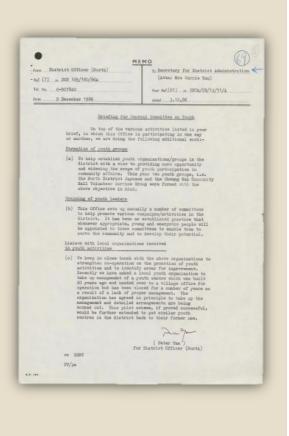
The outbreak of the 1967 disturbances was originated from a labour dispute broken out in an artificial flower factory in San Po Kong in May 1967. Tension and severe violence then erupted to the whole territory till the end of the year. The violence engendered by confrontation was contained but at a severe cost. Heavy casualties (51 persons died and over 832 injured) were recorded while thousands of others were arrested. The disturbances have far-reaching effect to the subsequent development of the colony. The records were transferred from several government agencies such as the Financial Services and The Treasury Bureau, Home Affairs Department, Hong Kong Police Force, Information Services Department and Rating and Valuation Department. Besides situation reports, emergency statistical reports (e.g. casualties, prisoners, bombs, etc.), the records also cover subjects like evaluation about the impact of the disturbances on overseas image of Hong Kong, proposal for restoring the confidence on Hong Kong, and arrangement for providing ex-gratia payments arising from the disturbances, etc.

Education Review

The report submitted to the Government by the Education Commission in October 1963 is regarded as an important document in the development of the education system in Hong Kong. The Commission, then popularly known as the Marsh/Sampson Commission, recommended, inter alia, a revision of the salaries and grades of teachers in both Government and Aided Schools, thereby aligning the salary scales for teachers in Government and Aided Schools. The proposed changes were later included in the White Paper on Education Policy in 1965 and approved by the Finance Committee in 1970. Besides containing details of the proposed revision of the salaries and grades of teachers in both Government and Aided Schools, the records also cover information and views about terms of service, conditions of appointment, training and career prospect of teachers, etc.

Youth Policy

The Central Committee on Youth (CCY) was established in 1986 to examine the need for a youth policy in Hong Kong. The CCY delegated this task to its working party on youth policy. The records include the minutes of the working party, findings of the "Opinion survey on needs and aspiration of today's youth" and "survey on youth services and provision in Hong Kong", etc. The comprehensive studies touch on youth policies and youth affairs administration in other countries and opinions about youth policy collected from both individual and groups from social welfare community. The covering period of the records is from 1985 to 1988.



Metrication

The traditional Chinese units of measurement, the British units and the metric system have been widely used alongside each other for a long time. In order to follow the modern international practice, the Hong Kong Government started to promote the conversion to the metric system, and the Metrication Ordinance was enacted in 1976. In 1978, the Metrication Committee was set up to promote the The Committee metric system. continued to promote the system in the 1980s and lasted until the late 1990s. The records are about various issues,

such as translation of the terminology of the International System of Units between English and Chinese, as well as metrication of the unit system for measuring gold, silver and jewellery. The records also document discussions on the above metrication issues among government departments and the private sector.

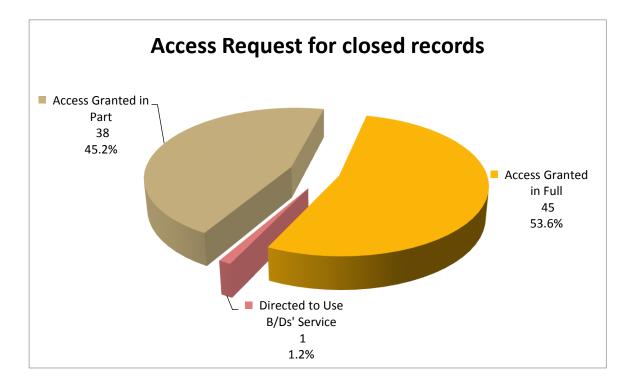
Access Requests

When there are requests for access to archival records which are less than 30 years old, PRO will consult the transferring B/Ds on the access status. B/Ds are encouraged to allow access to the record(s). If the B/D considers that the closed record is not suitable for public access, it is required to provide GRS with reasons with reference to Part 2 of the Code.

In 2017, there were 2,982 access requests for open records and 84 access requests for closed records. The results are as follows:

Nature of Request	Nos. of Request	Access Granted in Full	Access Granted in Part	Access Denied	Directed to Use B/Ds' Service
Open records	2,982	2,982 (100%)	N/A	N/A	N/A
Closed records	84	45 (53.6%)	38 (45.2%)	0 (0%)	1 ^{Note} (1.2%)

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



As explained on page 20, members of the public are welcome to visit our Search Room. Our staff provides guidance and assistance to users in identifying and inspecting the archival records from PRO's holdings. Users can search the records descriptions and digitised holdings through IIAS. Access to public records at PRO is free of charge. PRO provides reproduction services on a charging basis for users to obtain a copy of the public records for the purposes of research and private study. Users may also use their own photographic device to take photographs of the PRO holdings, except those with copyright concerns or other restrictions on reproduction.

Central Preservation Library for Government Publications

As at the end of December 2017, CPL had preserved around **43,400** publications. CPL contains selected government publications, reports and printed materials on Hong Kong to preserve local documentary heritage. Its holdings date back to as early as the 1840s. They are held in different formats ranging from files, bound volumes, photographs, posters, maps and plans to films. They are described according to international standards in the online catalogues. Many are digitised for convenient online access.

Reference Services

PRO serves people from all walks of life with a variety of interests and needs. It provides advisory services and information/material to journalists, lawyers, teachers, students, and visitors who may be engaged in activities such as writing newspaper articles, identifying claims, researching judicial and administrative issues, tracing family and organisation history, preparing school projects and writing term papers, etc.

In 2017, PRO handled **11,559** enquiries and received **6,038** visitors.

Preservation and Conservation

Preservation Work

(a) Preservation Microfilming

35mm microfilm surrogate copies are produced for public access in place of fragile originals and upon the public requests.

41,035

frames of image were microfilmed for the purpose of preservation and public access in 2017.



(b) Encapsulation



Encapsulation is used to protect fragile and brittle objects from possible damage in handling and display. Selected objects are enveloped between two transparent polyester films with the use of an ultrasonic welding machine.

232 maps were

encapsulated to provide physical support and protection in 2017.

(c) Rehousing / Preservation Enclosure



To retard the deterioration of archive and library materials caused by ultraviolet light and dust attack, holdings in repository are relocated to acid free containers. Items which do not fit into the standard folders and boxes are given tailor-made containers. (d) Assessment of the physical condition of archival records loaned out

To safeguard the condition of archival records, PSO conducts physical condition assessment for the archival records before and after they are loaned out.



A total of **1,865** items of archival records were assessed in 2017.

(e) Integrated Pest Management Programme

As part of the pest control strategy, all incoming files and books are inspected for insect infestation and the soiled items are surface-cleaned. In addition, records with pest infection or under such doubt will be transferred into the fumigation chamber for fumigation. Each fumigation cycle lasts for two weeks.



(f) Preservation of Motion Picture Film Material

The motion picture film collection items need further preservation work such as repair of perforation damages, remaking the deteriorated splices and splicing new head and tail leaders to prepare them for longterm storage and access.





(g) Preservation of Oversized Paper Material

The oversized paper items were treated after appraisal procedures have been completed so as to facilitate the subsequent accessioning work by PRO. Owing to their oversized nature, the objective of treatment workflow is to relax the items from their original folded and creased state to flat and robust condition and provide the necessary physical support by encapsulating each one between polyester sheets, and eventually their images would be captured in digital format for access in order to minimise unnecessary handling in the future.



5,731 items of oversized maps and architectural plans were preserved in 2017.

Conservation Treatment

The number of Conservation archival and library preparation and items which treatment are conducted underwent to preserve and repair conservation the deteriorated archives treatment in 2017 and library. Most of the was **7,310** archival and library items undergone conservation sheets of document treatment are in the from 1,241 files and 6 form of documents. volumes of books.

Digitisation of Archival Records

GRS has been making continuous efforts to digitise its holdings in order to make them more accessible by the public. Since 2001, we have planned for digitising GRS holdings based on criteria commonly adopted by overseas archives/libraries, e.g. physical condition of the items; users' demand or frequency of use; copyright restriction and personal data consideration.

The digitisation of archival holdings is a complex, expensive and resource demanding process which involves a number of steps on treatment of the holdings and testing (such as cataloguing and quality checking of digital records, standardising equipment at regular intervals). Such steps are necessary to ensure that the documents to be digitised are in good condition and the information contained therein is visibly clear before proceeding with the process. Moreover, the quality of the resulting images must also undergo stringent checking after digitisation.

In 2017, a total of 163,764 digital images were produced from digitising selected archival items, scanning microfilm collection, and oversized map and architectural plan items in order to facilitate public access to these archival records. In the coming ten years, GRS plans to digitise the more popular archival holdings first. Under the plan, with an annual production of about 350,000 digital images, the total number of digital images is expected to rise to 6 million items, representing about 10% to 15% of the total volume of archival records, which is comparable to the digitisation rates of some overseas archives.

Guiding principles for the selection of items for digitisation:

1) Building digitised holdings

GRS is committed to preserving the archival records of HKSAR Government. GRS will digitise its holdings to enhance access and preserve at-risk archival records, with priority given to those of significant value.

2) Preserving archival records

GRS will provide digital surrogates for fragile archival records to ensure their accessibility over time. GRS will migrate or reformat content from at-risk media to digital formats for continued preservation and access.

3) Meeting user demand

GRS strives to satisfy the information needs of current and future users. Priority will be given to the archival records with high access rate.

4) Respecting intellectual property rights

GRS will comply with all legal requirements including but not limited to those set out in the Copyright Ordinance (Cap. 528). GRS will clear copyright issues for works to be digitised if they fall within copyright protection. Priority will be given to those where the copyright protection has expired or GRS is the copyright holder.

5) Adhering to standards and best practices

GRS adheres to widely accepted international standards and best practices, ensuring that the physical condition of the archival records and the quality of digitised materials will not be compromised.

Management of Government Records

As explained on page 24, GRS is responsible for formulating and monitoring government records management policy and requirements, while B/Ds are required to institute and implement a comprehensive records management programme in accordance with the Government's policy and requirements, taking their unique operational and records management needs into account. Below is a brief account of the efforts made by GRS and B/Ds in managing the government records in 2017.

Establishment of Records Retention and Disposal Schedules

As a good records management practice, it is important to establish disposal schedules to ensure systematic planning and orderly implementation of records disposal. This also facilitates subsequent transfer of inactive records to RCs for intermediate storage, transfer of archival records to PRO for permanent retention or destruction of records no longer required operationally and possessing no archival value. As at 31 December 2017, the accumulative number of disposal schedules established by B/Ds is around 14,400.

Authorisation of Destruction of Records

According to the mandatory records management requirements, B/Ds are required to designate senior officers to consider disposal of records. They are also required to obtain the prior agreement of GRS Director before destroying any government records. This is to safeguard against premature disposal of records and destruction of records having archival value.

In 2017, GRS approved the destruction of around 68,000 linear metres of records which are without archival value. Of these records, many are of routine nature, e.g. arrival and departure cards and case files relating to immigration matters which contained personal data, computer printouts relating to tax returns, reports of tax-related systems, etc. All these records were confirmed to have no archival value and have met the relevant retention and disposal requirements, as well as those set out in the governing legislation and regulations.

Dissemination of Records Destruction Information

To enhance accountability and transparency, GRS publishes the information of records approved for destruction in all B/Ds on an annual basis. The information covering the figures of 2017 has been uploaded to GRS' website in April 2018.

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GRS Annual Reports	 Home > About Us > Reports and references > Destruction of records in the Government > Re Destruction Information in 2017 	
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Destruction of records in the Government Miscellaneous Reports Access to information Public forms	Records Destruction Information in 2017 (For enquiries concerning the destruction information, please approach the bureaux/departmen concerned.)	

Records Management Review

In 2017, a service-wide review was coordinated by GRS to obtain updated information on B/Ds' compliance with the mandatory requirements as promulgated by the Government in 2009. In response to the GRS' review covering the calendar year of 2017, the majority of B/Ds reported that they had complied with the mandatory requirements. There was nevertheless some slippage in the compliance in the following areas:

- There were some inaccuracies in the records inventory of one B/D;
- Some e-mail records in one B/D had not been printed and filed in official paper based files;
- Some of the records classification schemes in one B/D had not been reviewed in the past three years;
- Storage conditions of some records in one B/D were not satisfactory;

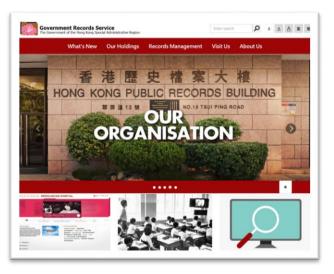
- Five B/Ds had not drawn up and submitted draft disposal schedules for some new series of programme records to GRS for approval within two years after creation;
- Some of the time-expired records in six B/Ds had not been reviewed for disposal in the past two years; and
- Four B/Ds had destroyed some of their records without obtaining prior agreement from the GRS Director, although the majority of the records in question were routine and already due for destruction.

The B/Ds concerned have been advised to take remedial actions to address the problems. GRS will continue to conduct similar reviews regularly.

To complement the self-assessment by B/Ds, from the fourth quarter of 2012 onwards, GRS has started to conduct departmental records management reviews for individual B/Ds. These comprehensive and in-depth reviews cover all important aspects of records management practices of the B/Ds concerned and make recommendations for the B/Ds to improve their practices. Two such review exercises were conducted in 2017 and another two will be carried out in 2018.

Revamp of GRS' Website

GRS launched the revamped (http://www.grs.gov.hk) website in July 2017. The new website provides a more user-friendly interface for users to browse the information therein and to access our archival holdings. The new design helps to improve user experience and promote the appreciation awareness. and of documentary proper use heritage in our community. The



website comprises five main areas: "What's New", "Our Holdings", "Records Management", "Visit Us" and "About Us". The new "Records Management" section gives an overview of the records management system in the Government and the preservation work done by GRS. To enhance the transparency of the records management system of the Government, Government circulars, guidelines, manuals and publications on records management are also accessible on the website. More archival holdings are now accessible under "Our Holdings" on the website. Hits to the website reached an all-time high of more than 5,875,000 in 2017.

Support to Government B/Ds

Training and Advisory Services

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

In 2017, GRS provided the following training services to government officers:

Classroom Training Courses

79 classroom training events were organised and the accumulative number of officers participated reached 2,476, meeting the annual training target of 2,400. These training events included regular courses for records managers, registry supervisors and registry staff, and induction and training courses for Executive Officers and Confidential Assistants. To cater for the needs of trainees with hearing impairment, a special training session was held in which sign language interpretation service was provided.



A special records management training session in which sign language interpretation service was provided

Records Management Seminars

To reach out to more B/Ds, GRS conducted records management seminars on a need basis to meet the specific training needs of individual B/Ds or to address specific topics. 12 seminars were held, with a total attendance of 1,283. They covered general records management topics as well as specific topics such as filing practices and disposal of records.

Records Management Briefings

To apprise B/Ds of the latest development in the Government's records management work, two briefing sessions were held for an audience of over 170 officers, including DRMs and their deputies. The briefings covered the principles and mandatory requirements of records management, the latest development of records management issues and GRS' enhancement plans for the coming years. Separately, upon the request of a B/D planning to conduct an internal records management health check, GRS conducted three briefing sessions to share our experience in records management reviews and compliance checks. A total of 490 officers participated.



Mr Zachary Lo, GRS Director, gave an opening remark at the Records Management Briefing for Departmental Records Managers

To make further improvement, GRS has reviewed its strategy in providing the training service so as to ensure its effectiveness in meeting the heightened demands in terms of the number of staff trained, variety and comprehensiveness in topics, and efficiency and responsiveness in service delivery. While refining the learning objectives of each training activity, including helping B/Ds recognise the importance of records management, equipping B/Ds with sufficient knowledge of best practices and mandatory requirements, GRS has been working on developing web-based training and self-learning materials. The project will help government employees recognise the importance of records management in their daily operations and equip them with key concepts and knowledge of records management through the use of web-based technology. Opinions and new ideas will also be sought from B/Ds so as to improve the training service quality.

ERM Training for B/Ds



In 2017, GRS conducted five briefings to promote ERKS. Over 510 attendees from 13 B/Ds attended the briefings. In the briefing sessions, we shared with attendees the change management activities that are essential successful for the implementation of ERKS as well as the tips on effective use of ERKS.

Publications and Guidelines

GRS has been devoting considerable efforts to develop the ERM standards and guidelines and assist B/Ds to meet the challenges in implementing an ERKS. GRS has so far developed 10 sets of ERM standards and guidelines for reference and compliance by B/Ds.

In view of the increasing use of third-party messaging services (e.g. short message service (SMS), WhatsApp, WeChat, Facebook, etc.) by B/Ds for conducting official business, GRS updated the "Guideline on the Management of Electronic Messages" in 2017. The updated Guideline provides more detailed guidelines on the Government's policy and requirement that B/Ds should properly capture electronic message records (including e-mail, messages in SMS and other instant messaging applications) in their recordkeeping system.

GRS will continue to develop new ERM standards and guidelines and to review the existing ones as appropriate.

In August 2017, we updated the Publication No. 6 "Manual on Vital Records Protection". We continued to review the Publication No. 2 "Managing Active Records: File Management" and Publication No. 3 "Subject Filing" in 2017, and promulgated the updated Publications in March 2018.

Intermediate Storage of Inactive Records

GRS provides intermediate storage services for B/Ds in the RCs through the Records Centre Service Unit. The annual average utilisation rate of the RCs met the target of 95%, out of the total storage capacity at 116,000 linear metres. B/Ds may retrieve their inactive records from RCs when needed. Search rooms are provided for such purpose. In 2017, RCs have achieved 100% target in handling retrieval requests from B/Ds, i.e. within three working days for normal requests and within one working day for urgent requests. As regards disposal of inactive records deposited upon expiry of retention period. RCs would the coordinate the transfer or destruction of after confirmation with the records transferring B/Ds.



In order to deliver quality services to all B/Ds in an efficient, effective and automated manner, GRS has developed a comprehensive web-based computer system, namely SARCIS, which is built with capabilities for storage allocation management, physical object management, database management and workflow management. Upon implementation of SARCIS in March 2017, the various business processes of RCs have been streamlined and sped up. B/Ds are able to conveniently submit requests for transfer of records and disposal of records, as well as draft disposal schedules online through SARCIS. RCs process and approve the requests and draft disposal schedules online. Apart from providing a centralised, systematic and well-managed database of the storage management activities in RCs, SARCIS could also provide an effective platform for the handling of different work processes of the Records Centre Service Unit.

Electronic Records Management

Implementation of ERKS in GRS

GRS launched its ERKS in May 2014 for use by its staff and a few senior officers in the Administration Wing of the Chief Secretary for Administration's Office. The system was enhanced in September 2015 for management of records of security classification at confidential level. GRS' ERKS provides comprehensive, integrated and coherent records management functionalities to manage both electronic and non-electronic records throughout their records life cycle.

Implementation of an ERKS in GRS has resulted in less paper consumption, hence promoting environmental-friendly records management practice and saving storage cost. ERKS also helps GRS officers make better decisions because accurate information is readily available through reliable and authentic records. With ERKS, all processes relating to gathering, organising, distributing, collaborating, and analysing records can be streamlined and improved. Productivity can also be enhanced by performing different tasks simultaneously rather than sequentially.

The implementation of an ERKS has enabled GRS to acquire valuable experience in reviewing specific records management needs, conducting business process re-engineering and organising change management activities. GRS has shared its experience by conducting demonstration sessions of its ERKS to other B/Ds which have interest to implement an ERKS in their organisations.

Implementation of ERKS and ERM in other B/Ds

GRS continues to promote ERM and encourage B/Ds to implement ERKS in order to enhance their management of electronic records. As at end 2017, 11 B/Ds have implemented or are implementing ERKS. The Efficiency Office⁹, GRS, the Communications and Creative Industries Branch of the Commerce and Economic Development Bureau, the Rating and Valuation Department and the Drainage Services Department are the early adopters of ERKS. The EIM Steering Group convened by the Government Chief Information Officer has reviewed the implementation progress of EIM as well as the implementation plan for B/Ds to carry out initiatives relating to ERKS and ERM. Taking into account the experience of the first round of ERKS implementation, six B/Ds have been recruited in the second phase of implementation which started from late 2015. Among the six B/Ds, the

⁹ The Efficiency Office was renamed from the Efficiency Unit on 1 April 2018.

Intellectual Property Department, OGCIO, the Administration Wing of the Chief Secretary for Administration's Office and the Civil Engineering and Development Department have successfully launched their ERKS in 2017. For the remaining two departments, namely the Architectural Services Department and the Marine Department, ERKS will be implemented by phases starting from 2018 onwards. In 2018, GRS will, in collaboration with OGCIO and the Efficiency Office, embark on a review of the six B/Ds' newly implemented ERKS. The results will enable informed decisions to be made on the long-term strategy for the full extension of ERKS across the Government.

Reaching Out

Support to Public Organisations



Mr Bobby Cheng, Deputy Director of Administration, gave an opening address to the participants at the Annual Records Management Seminar for Public Organisations

Many public organisations are responsible for providing essential services to the community and there is a public expectation of proper management of their records to ensure accountability and transparency.

GRS has been conducting management records public seminars for organisations annually since 2013 with a view to encouraging them to follow the Government's requirements and standards on records management and promoting donation of their records with archival value to GRS. In November 2017, GRS conducted the fifth annual seminar in a row and invited public 86 organisations to the seminar. The seminar focused on two major topics, namely (1) records and archives management, and (2) ERM

and ERKS. We shared our experience in implementing an ERKS with the participants through a demonstration of the key functionality of GRS' ERKS.

More than 270 participants from 34 public organisations attended and provided positive feedback to GRS.

Moreover, at the invitation of the Hong Kong University of Science and Technology (HKUST), GRS conducted a seminar to introduce the records management system of the Government to its senior management and staff members. Separately, we shared our records management teaching materials with the Hospital Authority. Through the above initiatives, GRS was able to share the Government's records management requirements, standards and practices with the public organisations, facilitating them to develop and review their own corporate records management systems.



Records Management Seminar for HKUST: Mr Andrew Liao, HKUST Council Chairman (in the middle) and GRS staff, led by Mr Bobby Cheng, Deputy Director of Administration (4th from left)

Visits to GRS by Delegations Outside Hong Kong

We welcome different delegations to visit GRS and exchange views at a professional level. In 2017, GRS received two delegations from the Mainland.

In July, the GRS Director met with a delegation led by Ms Zhang Wenzhi of Yunnan Provincial Archives. We shared with the delegation the records and archives management work in Hong Kong. The delegation also toured around the facilities in HKPRB.



Delegation of Yunnan Provincial Archives, led by Ms Zhang Wenzhi (3rd from left in the front row), with GRS Director (3rd from right in the front row) and the senior members of GRS

In October, a delegation led by Mr. Ma Zhendu, Director of the Second Historical Archives of China visited GRS. We exchanged views on archives management and digitisation of archival records.



Delegation of Second Historical Archives of China led by Mr Ma Zhendu (2nd from right), with Miss Jessica Lau, Archivist (2nd from left) and other PRO staff

Communications with Overseas Archives Profession

To foster a closer partnership with other archives, GRS visits overseas archives and participates in international records management conferences and seminars.

In July, an Archivist grade officer attended the Annual Meeting of the Society of American Archivists in Portland, Oregon. The theme of the annual meeting was "Alike / Different". The subject areas included appraisal and processing of digital materials, arrangement and description of digital records, social media as archives and practice in engaging archival communities, etc.





In September, two Archivist grade officers attended the 8th Triennial Conference of the Document Lifecycle Management (DLM) Forum Foundation held at the University of Brighton, UK. The conference focussed on the latest development and best practices on information management and digital archiving.

In November, a delegation of three Archivist grade officers attended the 13th General Conference of East Asian Regional Branch of International Council on Archives (EASTICA) held in Guiyang, China with the theme "Selection and

Digital Preservation of Heritage". Documentary GRS presented a report sharing with the participants our work in meeting the challenges arising from the selection and preservation of digital documentary heritage as digitisation well as our strategy for archival records. The report is accessible at GRS website.



Miss Jessica Lau, Archivist, presented a report at the General Conference of EASTICA

Collaboration with Local Archives Community

Visit programme

In 2017, GRS launched a visit programme to the local archives community including the Swire Archives, Tung Wah Group of Hospitals Maisy Ho Archives and Relics Centre, HKUST University Archives, Hong Kong Sheng Kung Hui Archives, The Hongkong and Shanghai Banking Corporation Limited Archives and Hong Kong Catholic Diocesan Archives. These outreaching efforts enabled GRS to tap into the wisdom and professional experience of our counterparts in the private sector. We will continue to explore possible collaboration with the local archives community on the preservation and use of documentary heritage.



Reverend Dr Philip Wickeri, Archivist of Hong Kong Sheng Kung Hui Archives (2nd from left) met with GRS staff led by Ms Kitty Choi, D of Adm (3rd from left)

Participation in International Archives Day

celebration In of **International Archives** Dav 2017, GRS participated together with local institutions exhibition an in organised by the Hong Kong Archives Society on 10 June. About 40 replicas of our archival holdings were exhibited.



Programme / Project Highlights

To support life-long learners and the education sector at all levels and to let the public know more about the GRS holdings and services, GRS organises visits, seminars, workshops, thematic film shows, exhibitions and other educational activities. A web page "Educational Resources Portal" has been developed to promote appreciation of documentary heritage and the use of archival records in studying and learning. The public programmes in 2017 included:

Onsite Exhibition



An onsite exhibition entitled "Great Scenery Along the Way: Exhibition of Street Scenes at Bus Stops on Hong Kong Island in the 1970s" (December 2016 to January 2018) was launched.

Roving Exhibitions



Roving exhibitions entitled "Great Scenery Along the Way: Exhibition of Street Scenes at Bus Stops on Hong Kong Island in the 1970s" were held in Ping Shan Tin Shui Wai Public Library (April 2017), Chai Wan Public Library (June 2017), Sha Tin Public Library (September 2017) and Hong Kong Central Library (October 2017).

Co-organised Exhibition



The "Hong Kong Over the Past 100 Years Historical Photo Exhibition" co-organised by Jao Tsung-I Academy and GRS was launched from April to September 2017. Around 62,000 visitors viewed the exhibition.

Visits and Workshops



A total of 36 group visits to PRO and educational workshops on the use of archival records were organised.

Thematic Film Shows

PRO selected films transferred from the Information Services Department and edited them into a 40-minute thematic film clip, entitled "Features of Hong Kong and the New Territories (1960s-70s)". 102 sessions of the thematic film show were organised in 2017.



Another Face of Hong Kong, 1975



Tomorrow's Land -Hong Kong's New Territories, 1970s



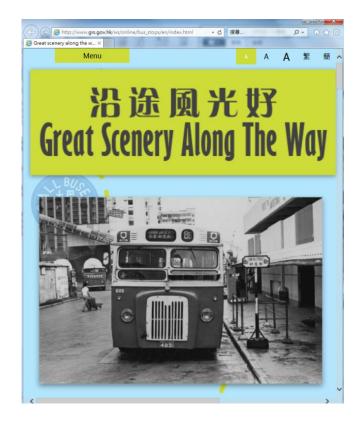
Report to the Gods, 1967

Enhancement of Educational Resources Portal

To promote the use of archival records and to provide convenient access to records, GRS our has prepared different kinds of online resources, including dozens of online exhibitions and digital albums, more than 40 Topical Guides, various thematic web pages, etc. We also update the contents of the Educational **Resources Portal regularly.**



To complement our onsite exhibition, a thematic web page, entitled "Great Scenery Along the Way: Exhibition of Street Scenes at Bus Stops on Hong Kong Island in the 1970s", was launched.



In 2017, the following digital albums were developed and made accessible on GRS website:



University of Hong Kong, November 1945



Tai Kok Tsui Workshops, 1955



Public Estates, 1970



Vietnamese Refugee Boats, 1979-1981

Development of New IIAS

GRS manages about 1.5 million of the archival holdings through IIAS developed in 2004. IIAS also provides an interface for members of the public to search for the archival holdings online. Owing to obsolescence of its hardware and software, IIAS cannot support many archives management processes and search functions. To streamline the archives management workflow and provide enhanced online functions to the public, GRS has been developing a new system to replace the existing IIAS since July 2017. The new system is planned to be launched in late 2018 or early 2019.

Digital Archive

More and more records created and collected in the course of business nowadays are in digital form. It is imperative for GRS to set up a digital archive with modern technologies for the long-term preservation of digital records as well as the preservation of archival records through electronic means to enhance their accessibility and usability.

GRS has been working towards the development of strategies and solutions for long-term preservation of digital records since 2012. As digital records are technology dependent and may appear in different file formats, it is difficult to find a single solution which can address the problem of obsolescence in file formats as well as hardware and software in order to ensure the long-term accessibility of the records. An inter-agency task force has been established to plan and study the business and technical requirements for a digital archive. The task force conducted extensive research of the practices adopted in different countries and participated in various international conferences and seminars on relevant subjects. The task force published "A Handbook on Preservation of Electronic Records" to enhance the awareness of B/Ds on proper preservation of digital records and guide them to adopt best practices to preserve digital records.

In 2017, GRS conducted extensive market research to explore various technical options and solutions for the implementation of a digital archive. In the coming years, GRS will engage consultants to conduct a consultancy study to formulate government policy, strategies, standards and guidelines for the preservation of digital records in B/Ds as well as the preservation of archival records in digital form in GRS. As the digital archiving technology is still developing, we will continue to look out for best practices among our counterparts in other countries and work towards the goal of setting up a digital archive which is sustainable for the preservation of digital records over time. In the meantime, GRS will set up a digital repository for the storage of digital archival records so as to pave the way for the establishment of a digital archive in the long run.

Environmental Efforts

Environmental Objectives and Green Measures

Go green

GRS is committed to ensuring that its operations are conducted, through the optimum use of resources and energy, in an environmentally conscious and responsible manner. "Go green!" is one of the core values of GRS and we are committed to be environmentally conscious through developing and promoting electronic records management in the Government and public organisations. We had also taken various measures in 2017 to promote environmental awareness amongst staff, including:

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

4R principle

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

Promoting a paperless office:

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

• Using ERKS to keep records electronically instead of in physical files.

Where the use of paper is unavoidable:

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

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

Other energy saving measures

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

- Closing the curtains in the daytime to help lower room temperature;
- Encouraging staff to wear light clothes to reduce the use of air-conditioning in the summer months;
- Unplugging or turning off electrical appliances or lights that are not in use and avoiding leaving the appliances in standby mode;
- Switching off office equipment completely during non-operating hours;

- De-lamping the areas with higher-than-required lighting level;
- Reducing lighting to the minimum required level for illumination;
- Upgrading the T8 fluorescent tubes to T5 energy-saving fluorescent tubes gradually;
- Switching off lights in corridors and lift lobbies on Saturdays, Sundays and public holidays;
- Switching off at least one of the lifts outside office hours;
- Encouraging staff to use the staircase instead of lifts;
- Installing automatic sensor faucet in toilets to reduce water consumption;
- Using energy efficient computers, LED lights and other electrical appliances;
- Separating light switches for difference light zones;
- Installing occupancy sensors in areas not frequently used, e.g. rear staircase; and
- Maintaining air-conditioned room temperature at 25.50C in office areas.

Energy-cum-carbon Management

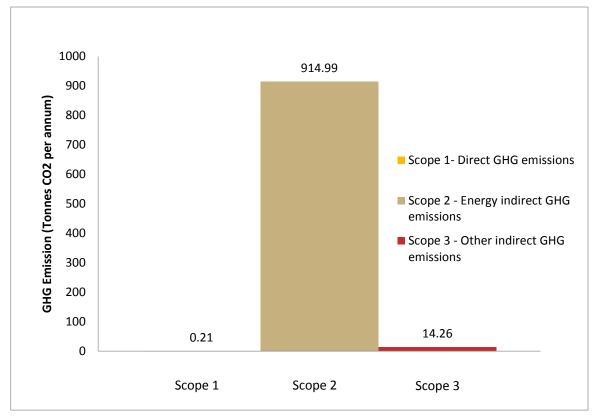
Energy Audit

An energy audit for HKPRB has been carried out by the Electrical and Mechanical Services Department (EMSD). Upon completion of the audit in February 2017, EMSD has recommended some further energy saving measures. Subject to funding approval by the Architectural Services Department, the following recommended energy saving measures will be implemented:

- Adopting energy efficient lighting by upgrading the remaining T8 fluorescent tubes to T5 fluorescent tubes; and
- Improving energy performance of chillers by installing electromagnetic induction device.

Carbon Audit

A paper approach carbon audit exercise was conducted to assess the greenhouse gas (GHG) emissions of HKPRB in the year 2017. The audit results are as follows:



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

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

The above diagram shows that the major carbon emission source in HKPRB is consumption in electricity. With the implementation of energy saving measures identified in the energy audit, we hope that the Energy indirect GHG emissions from HKPRB could be reduced in the coming years.

Way Forward

GRS will make continuous efforts in implementing green measures with a view to maximising energy savings.

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

AIIM	Association for Information and Image Management
ANSI	American National Standards Institute
B/Ds	Government bureaux / departments
BLCC	Basic Law Consultative Committee
ССҮ	Central Committee on Youth
CPL	Central Preservation Library for Government Publications
CS	Chief Secretary for Administration
DLCS	Director of Leisure and Cultural Services
DLM	Document Lifecycle Management
DRM	Departmental Records Manager
D of Adm	Director of Administration
EASTICA	East Asian Regional Branch of International Council on Archives
EIM	Electronic Information Management
EMSD	Electrical and Mechanical Services Department
ERKS	Electronic Recordkeeping System
ERM	Electronic Records Management
GARDS	General Administrative Records Disposal Schedules
GHG	Greenhouse gas
GMC	Government Microfilm Centre
GRS	Government Records Service
HKPRB	Hong Kong Public Records Building
HKSAR	Hong Kong Special Administrative Region
HKUST	The Hong Kong University of Science and Technology
IIAS	Integrated Information Access System
ISO	International Organization for Standardization
MVAC	Mechanical Ventilation and Air-Conditioning
OGCIO	Office of the Government Chief Information Officer
PRO	Public Records Office
PSO	Preservation Service Office

RAF	The Royal Air Force
RC	Records Centre
RMAO	Records Management and Administration Office
RSDO	Record Systems Development Office
SARCIS	Storage Allocation and Records Centre Information System
SEO	Senior Executive Officer
SMS	Short Message Service
TNA	The National Archives of the United Kingdom

PUBLIC RECORDS (ACCESS) RULES 1996

- Citation 1. These Rules may be cited as the Public Records (Access) Rules 1996.
- Interpretation 2. (1) In these Rules unless the context otherwise requires -
 - "Government Records Service" means the Government Records Service of Hong Kong.
 - "Government Records Service Director" means the officer appointed from time to time to administer the Government Records Service.
 - "Closed records" means any public records which are not available for public inspection by virtue of Rules 3 and 6.
 - "Government Department" means any department, office or agency or instrument of any kind of the legislative or judicial or executive Government of Hong Kong administered by a Head of Department.
 - "Head of Government Department" means an officer of the Civil Establishment who is designated as a head of department or as an officer occupying a post of equivalent status, or who is so designated as the administrative head of an independent office or organization.
 - "Public records" means all record materials of any kind, nature or description which have been made, received or acquired in the course of legislative, judicial or executive transactions, together with all exhibits and other material evidence which form part of or are annexed to or are otherwise related to any record, which may be transferred to or be acquired by the Public Records Office of the Government Records Service.
 - "Search Room" means the room designated as such within the Government Records Service in which public records may be inspected.

(2) Where any public records are bound, sewn, stapled or otherwise attached to closed records so as to form a bound volume,

	file or other compilation, the whole of the records contained in such bound volume, file or compilation shall be deemed to be closed records.
Records available for public inspection	3. Subject to the provisions of these Rules and the laws of Hong Kong, public records
	(a) which have been in existence for not less than thirty years; or
	(b) the contents of which have at any time been published or otherwise wholly disclosed to the public,
	shall be available for public inspection.
Application	4. Nothing in these Rules shall apply to any public records drawn up, made, received, acquired or used in the course of proceedings of any court in Hong Kong.
Rules of conduct	5. All persons inspecting public records in the Government Records Service shall observe the rules of conduct prescribed in the Second Schedule to these Rules, and any person failing to observe such rules may be denied permission to continue his inspection.
Restriction of access to Public Records	6. Without prejudice to the generality of Rule 3
	(a) if it appears to the Chief Secretary, upon advice to that effect by the Head of any Government Department which has deposited public records in the Public Records Office of the Government Records Service, that any such records contain information the disclosure of which would not be in the public interest, such records shall not be available in the Government Records Service for public inspection even after the expiration of the period determined under Rule 3;
	(b) if it appears to the Chief Secretary, upon advice to that effect by the Head of any Government Department which has deposited records in the Public Records Office of the Government Records Service that they contain information which was obtained from members of the public under such conditions that the opening of those records to the public after the period determined under Rule 3 would or might constitute a breach of good faith on the part of the Government or on the part of the persons who obtained the information, such records shall not be available in the Government Records Service for public inspection even after the expiration of the said period except in such circumstances and subject to such conditions, if any, as the Chief Secretary

and the Government Records Service Director may approve, or, if the Chief Secretary and the Government Records Service Director think fit, after the expiration of such further period as they may approve.

7. (1) The Government Records Service Director may, in his discretion and in accordance with general instructions given to him by the Chief Secretary, permit any person to inspect closed records which are held in the Government Records Service.

- Undertaking (2) Persons permitted to inspect closed records may be required to sign an undertaking in the form prescribed in the First Schedule to these Rules.
- Application to 8. (1) Subject to the provisions of Rule 8(4), any person wishing to inspect records to inspect public records in the Government Records Service shall apply in writing to the Government Records Services Director stating the purpose for which he requires access and the general nature of the records which he wished to inspect.

(2) Each application made under the provisions of the last preceding paragraph shall be accompanied by a reference from the institution to which the applicant is attached, or, where the applicant is not attached to any institution, from a prominent and responsible person resident in Hong Kong.

(3) Every application accompanied by the reference referred to in the last preceding paragraph shall be submitted by the Government Records Service Director to the Chief Secretary for his consideration and the decision of the Chief Secretary thereon shall be final.

(4) Notwithstanding the provisions of the preceding paragraphs of these Rules, the Government Records Service Director may, in his discretion and in accordance with general instructions given to him by the Chief Secretary, permit access to public records without requiring the written application or the reference referred to in paragraph (1) and (2) of this Rule.

- Search room 9. Such public records as are, under the provisions of these Rules, permitted to be inspected shall be made available to the public in a search room in the Government Records Service.
 - 10. The Public Records (Access) Rules 1994 are hereby revoked.

FIRST SCHEDULE

UNDERTAKING GIVEN IN ACCORDANCE WITH RULE 7(2) OF PUBLIC RECORDS (ACCESS) RULES 1996

1. I agree to submit for inspection by the Chief Secretary or Head of Department or Agency, as appropriate, any work based on closed records of the Government of Hong Kong held in the Government Records Service to which I may be granted access prior to publication or otherwise making it available to the public.

2. I further agree to make any amendments to the work that may be required in respect of information obtained from the closed records, the publication of which would not be in the public interest or might constitute a breach of faith on the part of the Government or person who obtained the information.

3. It is understood that these conditions do not apply to any conclusions or analysis I may draw from or make of such records.

Signature of Application

Date

Signature of Witness

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Date

SECOND SCHEDULE

RULES TO BE OBSERVED BY PERSONS GRANTED ACCESS TO PUBLIC RECORDS

- 1. Personal belongings such as bags, umbrellas and other items not reasonably required during the inspection of records must be left at the entrance of the search room or in such other place as may be indicated by the officer in charge of the search room.
- 2. All persons must conduct themselves in an orderly and quiet manner in the search room.
- 3. Smoking, eating and drinking is not permitted in the search room.
- 4. No record is to be written on, marked, mutilated or textually or otherwise altered in any way.
- 5. No ink, paste or other substance which may damage records may be introduced into the search room.
- 6. Only pencils may be used for writing when using records in the search room.
- 7. Lap-top computers, typewriters dictaphones may be used for taking notes in the search room providing they do not cause any inconvenience or disturbance to others.
- 8. No object is to be placed upon any record produced for inspection in the search room.
- 9. Opened bound volumes must not be placed face downward on a desk or table and no object other than plain paper may be used as a bookmark.
- 10. Tracing of records is not permitted.
- 11. Records must be handled with care at all times.