Government Records Service

Annual Report

2018

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Message from Government Records Service Director

Message from Government Records Service Director

I am very pleased to present to you the 2018 Annual Report of the Government Records Service (GRS), which is the first annual report after I took up the office of GRS Director in January 2019.

The Year 2018 was a major milestone in the development of the records and archives management regime in Hong Kong. The Chief Executive, in her Policy Address of October 2018, reiterated that the current-term Government attached importance to the integrity of government records and held a positive view towards the enactment of an archives law. The Law Reform Commission (LRC) of Hong Kong, at the same time, has completed its study on the existing records management system and relevant laws of other jurisdictions, and conducted a public consultation from 6 December 2018 to 5 March 2019, with an aim to consulting the public as to whether reform of the current public records management regime is needed, and if so, what kind of reform is to be preferred.

Pending the final recommendations of LRC after the public consultation, the Government continues to work incessantly in improving the present records and archives management work. To get better prepared for the forthcoming challenges, GRS has implemented a number of initiatives and formulated plans to help bureaux and departments (B/Ds). Internally, GRS has made a reorganisation plan in 2018, which was effected on 2 January 2019, to set up a dedicated team, namely the Legislation and Planning Office to support and follow up the work relating to the study of archives law as well as to conduct research and planning on records and archives management. Work plans were started to be drawn up in 2018 to implement the measures under the Chief Executive's Policy Address in respect of formulating a more comprehensive records management training plan for B/Ds, providing more professional training programmes for staff of GRS, reviewing the implementation progress of electronic recordkeeping systems (ERKSs), etc. Externally, the Administration Wing and GRS have been organising a number of briefings for senior management as well as staff of different B/Ds, grades and ranks and to keep them abreast of the latest development of LRC's study on archives law and give suggestions on further enhancement of the records management practices in B/Ds.

Apart from the above, GRS has been striving to improve in its service to the public and support for the B/Ds over the past years. Here are the major achievements we accomplished in 2018.

In February, we launched the thematic exhibition "Tracking Winds and Clouds: A Century of Archived Stories of the Observatory" in cooperation with the Hong Kong Observatory. More than 40 pieces of archival holdings were displayed at our Exhibition Hall. Under this theme, we also launched roving exhibitions at four public libraries and a thematic web page on our website.

In March, we revamped a number of records management publications covering a wide range of topics, including file management, subject filing, microfilming services and guidelines cum checklists for proper records management practices. Through updating them with the latest requirements and practices, these publications could serve as a set of more comprehensive, practical and user-friendly guidelines for B/Ds.

In April, we organised the first workshop under a more structured Train-the-Trainer programme for the potential trainers of B/Ds. Thereafter, more officers and managers will be able to help promote good records management practices and train the staff in their day-to-day work.

In September, we launched the first online training package, namely "Online Self-learning and Training on Records Management" for government staff to acquire knowledge and obtain tips about good records management practices anywhere and anytime.

In December, we launched the new Online Catalogue of Public Record Office holdings known as *@PRO* to replace the Integrated Information Access System. By streamlining the archives management workflow and providing more functionalities, @PRO is able to enhance user experience in searching our archival holdings.

Throughout the year, GRS received delegations from overseas archives and visited both local and overseas archival institutions to foster a closer partnership with the profession, which is one of the seven Missions of GRS.

On the electronic records management front, GRS continued to promote and encourage B/Ds to implement ERKS in order to enhance their management of electronic records. GRS, in collaboration with the Office of the Government Chief Information Officer and Efficiency Office, is reviewing the progress, and the results would facilitate informed decisions on the long-term strategy for the full implementation of ERKS across the Government.

Furthermore, GRS has been working towards the goal of setting up a digital archive. In 2018, GRS has made preparations with a view to launching a consultancy study in the coming years to formulate government policy, strategies, standards and guidelines for preservation of digital records in B/Ds and archival records in digital form in GRS.

I am proud of having a team of professional and dedicated colleagues, who have the shared vision to make GRS the leading, most insightful and resourceful public archives in Hong Kong. In this Annual Report, I shall share with you the details of the work we have done in the Year 2018 and our future plan for the years ahead.

Enjoy reading!

Miss Ruby Luk
Government Records Service Director

About
Government Records Service

The 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.

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 as well as provision of advice on records management and off-site records centre services. It develops a recordkeeping programme that enables bureaux/departments (B/Ds) to manage information resources appropriate to their purposes.

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 B/Ds 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.

Efficiency

Be efficient in all aspects of records management.

Accessibility

Enhance public access to our archival collections.

Transparency

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. In 2018, GRS consisted of four offices, namely:

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

Chief Secretary for Administration's Office			
Government Records Service Director			
Public Records Office	**Preservation Service Office**	**Record Systems Development Office**	**Records Management and Administration Office**
Archivist (Public Records) 1 / Archivist (Public Records) 2	Curator (Preservation Service)	Chief Executive Officer (Record Systems Development)	Chief Executive Officer (Records Management and Administration)
Archives administration / Research and support	Preservation and conservation of archival and library holdings	Electronic records management	Records management, training, advisory and review services
Reference services / Access to archival holdings	Government Microfilm Centre	Development of records classification scheme	Records centre services
Public promotion of archival heritage / Development of archives information system		New initiatives in managing recorded information	Internal administration of GRS

On 2 January 2019, PRO was reorganised and a new office, namely, the Legislation and Planning Office was set up to support and follow up the work relating to the study of archives law as well as to conduct research and planning on records and archives management.

User education workshop to introduce the archival holdings of PRO

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 materials 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 the online catalogue and different kinds of online resources available on the GRS website. On 17 December 2018, a new online catalogue of PRO holdings, namely @*PRO*, has come into operation. Besides, various educational resources such as digital albums and 50 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. Archival services face new challenges in the digital era. 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 2018, PRO comprised two teams, each headed by an Archivist. Team 1 was responsible for archives management, reference services and public promotion of archival heritage, while Team 2 undertook matters relating to research and support, including research on electronic records management (ERM) and digital archives, access to archival holdings and development of archives information system.

Preservation treatment

Preservation Service Office

PSO plays an important role in preserving and conserving archival materials. These include providing supports to microfilming, scanning and photography services, environmental monitoring and control of archival storage areas as well as treatment and restoration of fragile and damaged materials.

PSO oversees the repositories and public areas in the premises of GRS, and ensures the security and stability of the environment suitable for long-term storage of archival materials. PSO closely monitors environmental conditions and provides assessments on the needs and options for space and facilities.

PSO provides microfilming service to B/Ds and support microfilm reprographic service for government archives through operation of the Government Microfilm Centre (GMC). In addition, PSO is responsible for implementing a digitisation programme of archival records in order to enhance accessibility of the information and protection of archival items from damage.

In collaboration with PRO, PSO installs annual thematic exhibition for GRS at the Exhibition Hall of HKPRB. Upon selection of the theme of the exhibition as well as the story line and text to be displayed by PRO, PSO designs the layout of the exhibition and performs the required mounting work.

Briefing Session on ERM and ERKS

Record Systems Development Office

It is the Government's policy that B/Ds should take forward ERM as an integral part of the electronic information management (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 EIM Steering Group meetings, providing advice on proper management of electronic records as well as developing and promoting e-government initiatives.

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 Briefing for Housing Department

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 equip different levels of personnel with the necessary skills and knowledge to perform their records management responsibilities more effectively and efficiently;
- organise topical records management training courses and 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.

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. 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) 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 storage, maintenance, safeguarding, referencing, retrieval and disposal services for the inactive records of B/Ds in a more economical and efficient manner.

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.

Our Staff

As at 31 December 2018, GRS had a total of 105 staff members. They are from different Civil Service grades, working together for the betterment of records and archives management in the Government.

17
From Archivist Grade

2   Archivists
6   Senior Assistant Archivists
9   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 records management and received 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.

4
From 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 of collection items.

19
From Executive Officer Grade

1 Principal Executive Officer
2 Chief Executive Officers
6 Senior Executive Officers
5 Executive Officers I
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.

2
From 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.

63
From Clerical and Other Grades

63 staff members

They include Senior Clerical Officers, Clerical Officers, Assistant Clerical Officers, Clerical Assistants, Senior Photographer, Photographers I, Photographers II, Printing Technicians I and Workmen II.

Our Facilities

To provide quality services to the public and B/Ds, GRS operated the following facilities in HKPRB and two RCs in Tuen Mun.

Hong Kong Public Records Building

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 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 archival and library repositories provide a capacity of over 26 100 linear metres to store the archival records and library materials. 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.

Exhibition Hall

Each year, PRO organises a thematic exhibition to introduce its valuable holdings in the Exhibition Hall of HKPRB. From February 2018 to January 2019, the exhibition "Tracking Winds and Clouds: A Century of Archived Stories of the Observatory", co-organised with the Hong Kong Observatory, 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 "Hong Kong in the 1960s and 1970s", which comprises footage transferred from the Information Services Department.

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 and digital records hard copy printer	2
Free Wi-Fi connection	Available

Preservation Laboratory

The Preservation Laboratory is purposely-built for the preservation and conservation of archival materials to ensure their well-beings for long-term accessibility. In accordance with the Ethics of Conservation, conservators of PSO retard the deterioration of the archival collections by using specialised techniques with minimal intervention to the original materials. All of the conservation treatment procedures are well documented for future reference. PSO has also acquired new specialised equipment to promote the digitisation of archives to facilitate access to these items.

Government Microfilm Centre

GMC aims at providing customer oriented microfilming services for B/Ds with a team of professional photographers and a sophisticated quality management system. GMC adopts 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 and is certified to International Organization for Standardization ISO 9001:2015.

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.

Our Performance Pledges and Indicators

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 2018 are set out below:

Performance Pledges

	Performance Pledge	Target	Achievement in 2018
1	**Services provided to the public**		
	• To make archival records available to users in the Search Room within 60 minutes	95%	100%
	• 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%	99.9%

Other Performance Indicators

	Performance Indicator	Target	Achievement in 2018
1	To acquire archival records (linear metres)	600	606
2	To render reference and research services to the public: • No. of visitors • No. of enquiries • No. of visits • Exhibition	 5 600 11 000 30 1	 6 361 11 049 39 1
3	To conduct departmental records management studies / reviews	2	2
4	To conduct training for Departmental Records Managers (DRMs) and their assistants on records management (no. of government officers trained)	2 400	2 665
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	2 776 049

Our Website

GRS' website (http://www.grs.gov.hk) provides a user-friendly interface for users to browse the information therein and to access our archival holdings. It helps improve user experience and promote the awareness, appreciation and proper use of documentary heritage in our community. The website comprises five main areas: "What's New", "Our Holdings", "Records Management", "Visit Us" and "About Us". The "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. Archival holdings are accessible under "Our Holdings" on the website. In 2018, the GRS website recorded more than 13 756 000 hits.

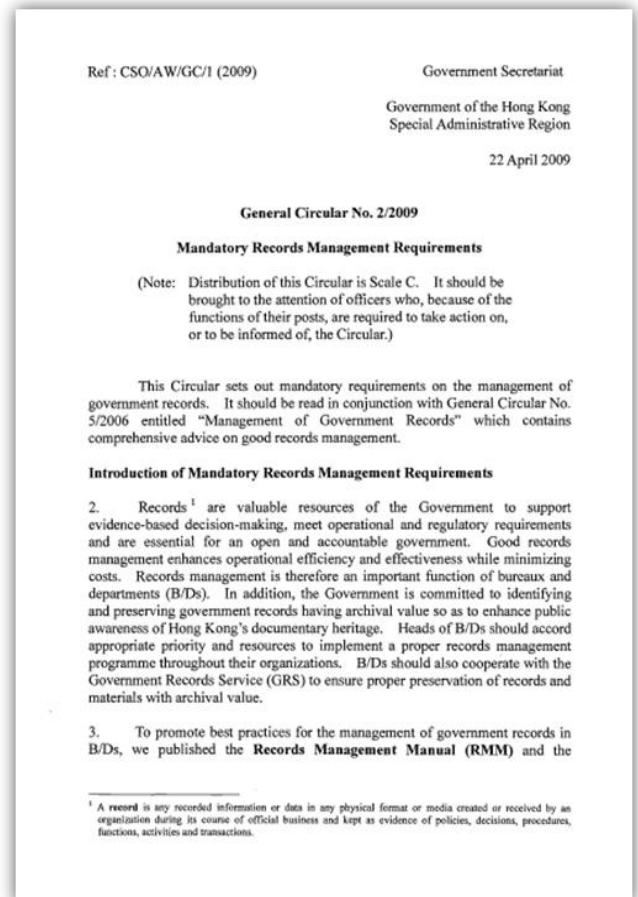# The Records Management Regime in the Government

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 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. The head of each B/D assumes the overall responsibility, and a directorate 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 and resources. To assist the head of B/D in the establishment and implementation of the departmental records management programme, a 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.

Mandatory Requirements on Records Management

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.
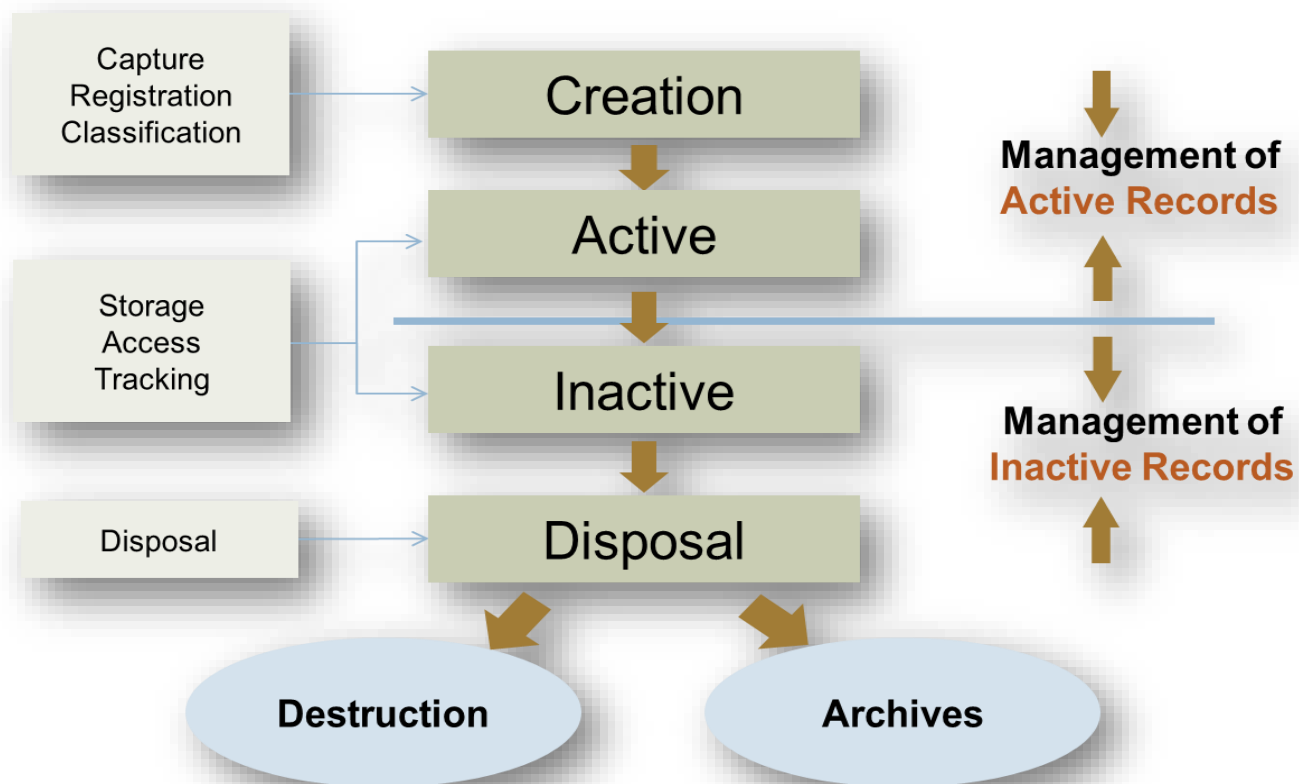
Life cycle of records

Classification

B/Ds are required to organise records systematically according to a records classification scheme [1]. 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 records [2] and programme records [3]. 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.

Vital Records Protection

B/Ds should identify and protect their vital records [4] 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.

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[1] 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.

[2] **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.

[3] **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.

[4] **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.

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.

RECORDS MANAGEMENT
PUBLICATION NUMBER FOUR

GENERAL ADMINISTRATIVE
RECORDS DISPOSAL SCHEDULES

DISPOSAL

政府檔案處
GOVERNMENT RECORDS SERVICE
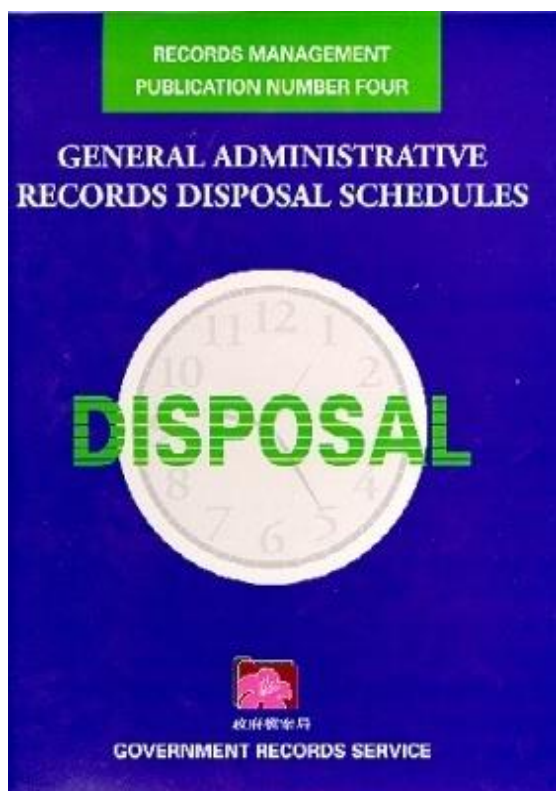
For programme records, B/Ds should, in consultation with GRS, develop their own records disposal schedules having regard to the administrative, operational, fiscal and legal requirements and archival values of the records.

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 confirmed by an officer not below the rank of SEO or equivalent in the B/D concerned.

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.
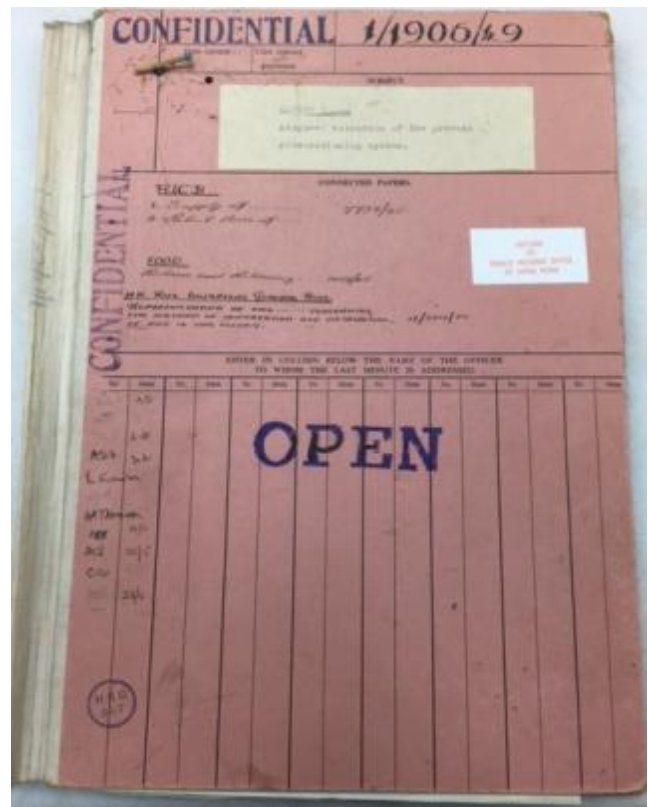
Appraisal

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 [5] 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 for appraisal. Only those records confirmed to be of no archival value will be approved by the GRS Director for destruction.

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5   See page 26 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/her discretion and in accordance with general instructions given to him/her by the Chief Secretary for Administration, permit any person to inspect closed records held in GRS. In exercising his/her 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.

To provide better service to the public, GRS has institutionalised the appeal channel on access to records by enabling the public to appeal to the Director of Administration 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. 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 focus group discussions. At the end of the departmental records management review, the Director of Administration 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, reduction in rank, 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 page 47.

What's Next

In her 2018 Policy Address, the Chief Executive reiterated that the Government attached importance to the integrity of government records and held a positive view towards the enactment of an archives law. The Law Reform Commission of Hong Kong (LRC)'s Archives Law Sub-committee issued a consultation paper on 6 December 2018 to invite public views on the subject, with the consultation period running until 5 March 2019. The paper covered a comprehensive review of the current records management regime in Hong Kong and a comparative study of records and archives management legislations in five overseas jurisdictions (including Australia, England, Ireland, New Zealand and Singapore). It also listed out 12 consultation questions with a view to making appropriate recommendations on reforming the Government's records and archives management system if need be. Since the issue of the consultation paper, the Administration Wing and GRS have been organising various briefings and seminars for B/Ds to keep them abreast of the latest development of the LRC study and give suggestions on further enhancement of the records management programmes in B/Ds. After receiving the report from LRC, the Government will follow up on this. At the present stage, the Government will continue to enhance its records management work, including formulating a more comprehensive training plan for B/Ds, providing more professional training programmes for staff of GRS, and reviewing the implementation progress of ERKS, etc.

Briefing on Archives Law conducted by the Administration Wing

Documentary Heritage of Hong Kong

Archival records were transferred from government B/Ds, offices or agencies, public organisations, private institutions and individuals, and accessioned by PRO. 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 to promote appreciation of documentary heritage and the use of archival records in studying and learning.

An image from the digitised photo album of "Nathan Road in the mid-1970s"
(Reference No: HKRS1158-1-9)

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 at least possess one of the qualities listed in the graphic table on the right.

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.

	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.
	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.

In 2018, about 606 linear metres of archival records were transferred to GRS for permanent retention. Some notable series include:

- Files relating to photographs of Governors and Colonial Secretaries from the Chief Executive's Office;

- Minutes and papers of the Executive Council from the Chief Executive's Office;

- Photos relating to the construction of main drainage channels for Yuen Long and Kam Tin from the Civil Engineering and Development Department;

- Files relating to visits and tours from the Constitutional and Mainland Affairs Bureau;

- Files relating to development of Methadone Treatment Programme from the Department of Health;

- Files relating to district administration from the Home Affairs Department;

- Files relating to liaison with district based community and organisations from the Home Affairs Department;

- Meteorological charts from the Hong Kong Observatory;

- Files relating to operation of the Auxiliary Police matters from the Hong Kong Police Force;

- Files relating to district and estate planning matters from the Housing Department;

- Photographs relating to redevelopment of Yau Tong Estate from the Housing Department;

- Files relating to training and development from the Labour Department;

- Files relating to the Town Planning Board / Metro Planning Committee / Rural and New Town Planning Committee from the Lands Department;

- Files relating to leisure, cultural and entertainment activities from the Leisure and Cultural Services Department;

- Files relating to matters on shark and big fishes from the Leisure and Cultural Services Department;

- Files relating to broadcasting and film censorship from the Office of Communications Authority;

- Files relating to urban renewal under Land Development Corporation Study from the Planning Department;

- Files relating to family and child protective services from the Social Welfare Department; and

- Files relating to public transport management and operation from the Transport Department.

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 2018, GRS procured a digital copy of 164 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; and
- Hong Kong International Airport.

41 archival records have been made available for public viewing in April 2018. Another 123 archival records would be made available for public viewing in February 2019.
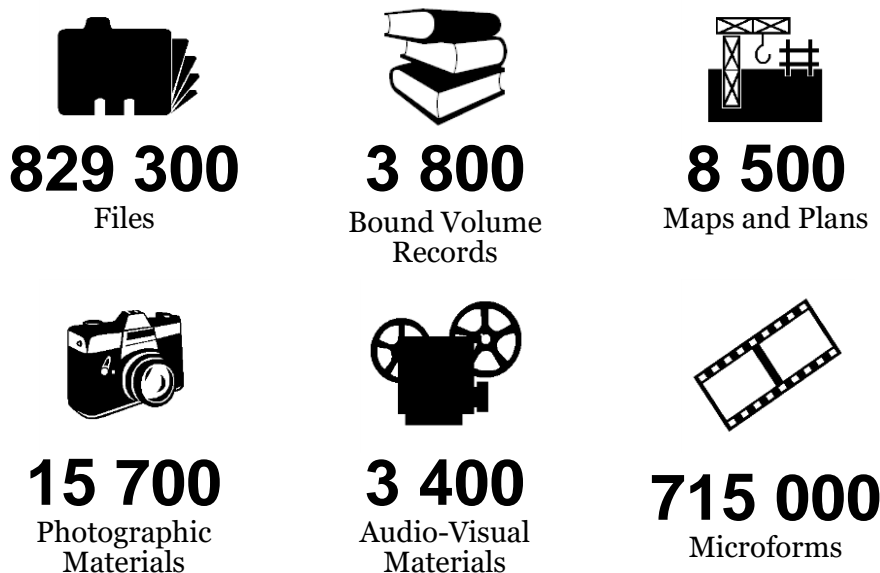
Archival Stock

PRO has 2 441 Hong Kong Record Series [6] and 218 Hong Kong Manuscript Series [7]. They were transferred from government B/Ds, offices or agencies, public organisations, private institutions and individuals, and accessioned by PRO, adding up to about 22 112 linear metres (1 576 000 nos.). The breakdown is as follows:

- Approximately 21 756 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.

GRS holds archival materials in all media and formats. The breakdown of GRS' archival stock by categories is as follows:

829 300 Files	**3 800** Bound Volume Records	**8 500** Maps and Plans
15 700 Photographic Materials	**3 400** Audio-Visual Materials	**715 000** Microforms

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

[7] **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.
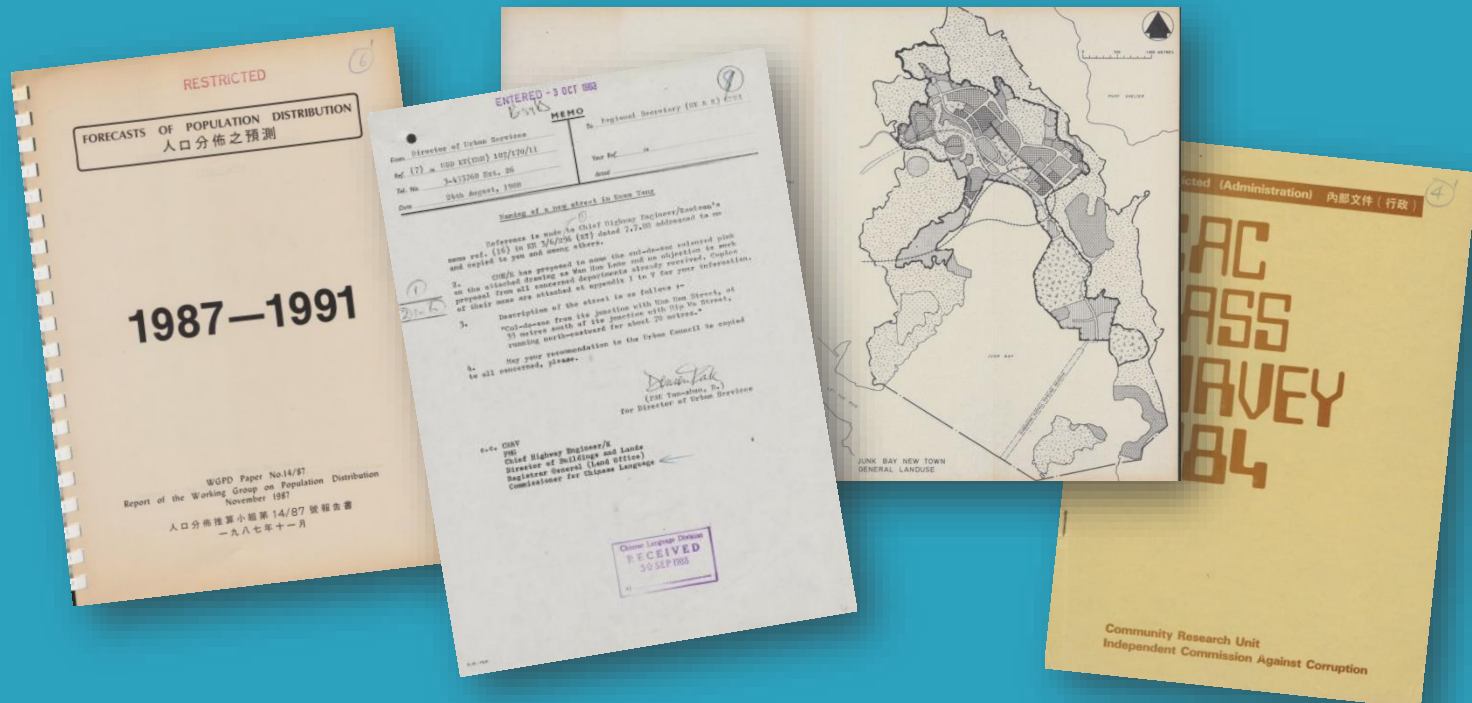
Records Open to Public Access

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 2018, a total of 14 701 archival records were newly opened. As a result, the number of total archival records open for public access has reached 791 520. Among the archival records newly released in 2018, there is a wide variety of records dating from 1970s to 1980s, covering the following subject matters:

Naming of Streets

The accepted nomenclature of streets is based on the scale of the infrastructure, from Highway, Road (translated as 道 in urban area and 路 in the New Territories), Street, Path, Lane, Terrace, Circuit to Service Road. For example, Wan Hon Lane is called "lane" because it is a sub-section of Wan Hon Street.

The records document the procedures and principles of the city's streets-roads-infrastructure naming system. The naming and renaming processes of Wan Hon Lane, Cheung Wo Lane, San Kan Street, San Wing Street, Kam Tsin Road and Hang Tau Road were recorded in the records. Maps showing the precise locations of these streets and roads are attached to the records. The naming and changing of street names involved the then Buildings and Lands Department, the then Urban Services Department, the Hongkong Post, the Rating and Valuation Department, the then City and New Territories Administration and the Highways Department. The covering period of the records is from 1976 to 1988.
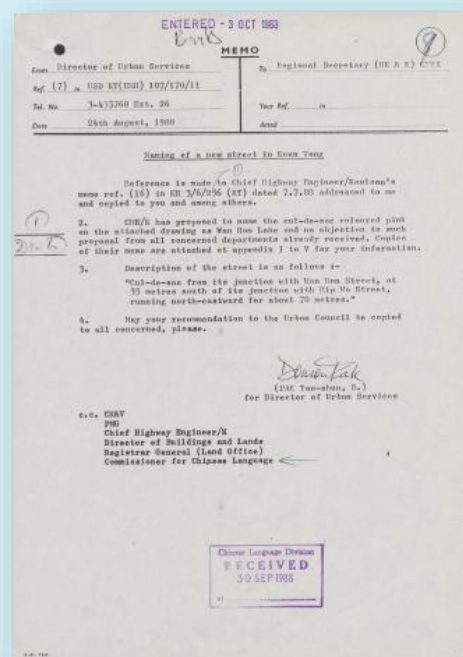
The Independent Commission Against Corruption

The Independent Commission Against Corruption (ICAC) was established on 15 February 1974, committed to fighting corruption through effective law enforcement, education and prevention to help keep Hong Kong fair, just, stable and prosperous. ICAC organised various public programmes to promote joint efforts with the general public to eradicate corruptions in the city. In order to better study the social structure and conditions of Hong Kong as to formulate more comprehensive and effective anti-corruption policies and campaigns, ICAC held mass survey at two-year intervals to collect necessary data and information. The records document the Final Reports of the 1980, 1982 and 1984 Mass Surveys. These Reports articulate the social environment and the anti-corruption works taken by ICAC and the perception of the general public towards ICAC and its duties. The covering period of the records is from 1981 to 1988.
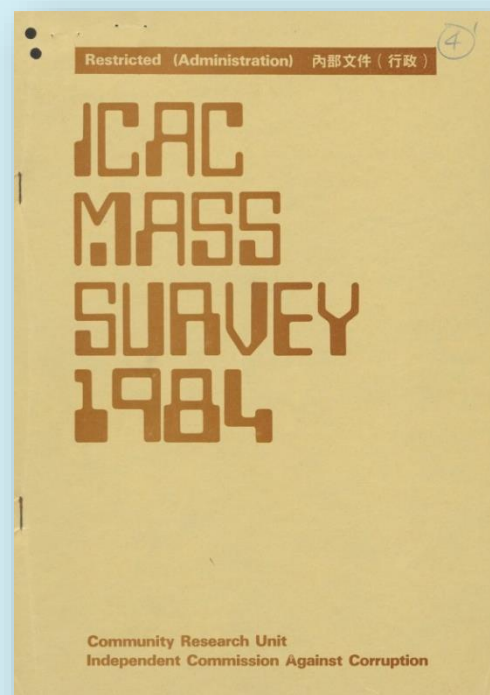
Junk Bay and Sai Kung Development

The development of Junk Bay (Tseung Kwan O) as a new town was approved in 1982 with the initial population intake took place in 1988. Plans for the development of the district experienced several major amendments in the 1980s that the forecasted population was increased from 175 000 to 490 000. The records preserve different plans in different phases of Junk Bay development since 1974 with detailed information on expected costs, land availability, population growth, etc. The records also include indices of projects covering public housing, community facilities, civil engineering, highways, waterworks, medical and health, recreation, culture and amenities, land acquisition and clearance, etc., which elucidate the comprehensive planning procedures. The covering period of the records is from 1982 to 1988.
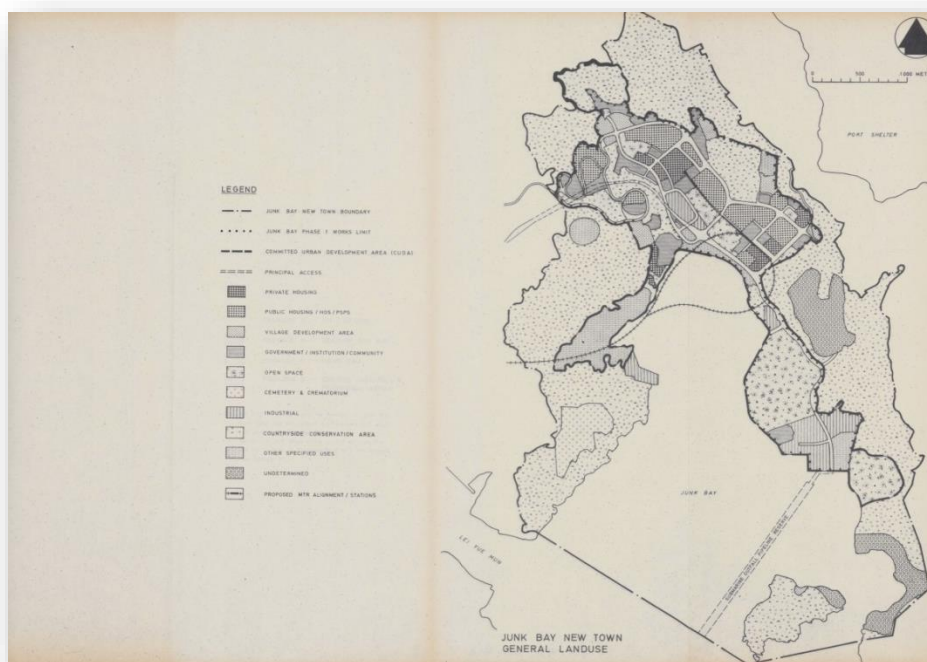
Acquired Immune Deficiency Syndrome (AIDS)

Acquired Immune Deficiency Syndrome (AIDS) was first described in the United States in 1981. Until the end of March 1988, there had been 118 individuals in Hong Kong with serological evidence of exposure to the virus causing AIDS. The Government was alerted by the number of infected people and the spread of the virus among the local community. Measures were taken to prevent the spread of the virus deemed as deadly epidemic in the 1980s. The records cover details of campaigns organised by the Government to promote awareness of medical professionals and the general public towards AIDS. They also include media reports and commentaries. The covering period of the records is from 1987 to 1988.

Vocational Training

The Vocational Training Council was established in 1982, initiated under the Vocational Training Council Ordinance as a statutory body to provide a comprehensive range of pre-employment and in-service vocational education and training in Hong Kong to enhance the quality of the city's workforce as to adapt to economic fluctuations and dynamics. The records consist of minutes of meetings, presumption papers, surveys and statistical reports on the supply and demand of manpower including supervisors and managers of different industries. These reports were prepared to assist the Training Board in formulating recommendations to the Government and employers for meeting the industries' manpower needs. A wide range of industries, such as the plastics industry, printing industry, wholesale/retail and import/export trades, insurance industry, electronics industry, furniture industry and tourism industry, were discussed in the meetings. The covering period of the records is from 1986 to 1988.

Population Distribution Forecasts
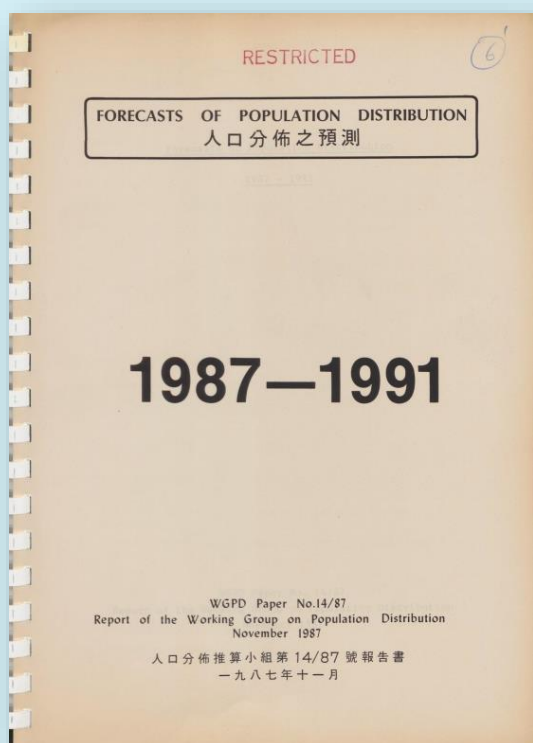
Population distribution forecasts were prepared annually by the Working Group on Population Distribution (WGPD). WGPD strived to work out a series of reliable statistical forecasts on future population distribution, with details on different age groups at district level for population-related planning activities. These forecasts, within the period from the late 1980s to the early 1990s, also provided an important source of data on population for further breakdown required by various studies conducted by government departments (e.g. the then Department of Medical and Health, the Social Welfare Department, various District Offices, etc.) or government-engaged consultants. The covering period of the records is 1988.

Family Planning in Hong Kong

The Family Planning Association of Hong Kong (FPAHK) was formerly reorganised under its present name in 1950 amid the challenge of rapid population growth. It primarily promoted family planning and sexual and reproductive health to Hong Kong couples who commonly parented four or more children in those years. To study the changing needs for family planning, it commissioned the Department of Statistics of the University of Hong Kong to conduct a series of studies since 1967 at five-year intervals. The records include letters, memorandums, notices, memos, and minutes of meetings of FPAHK. They also document agendas and minutes of the meetings of the Knowledge Attitude and Practice Task Force as well as the questionnaires, preliminary reports, key findings and Main Report produced by the Task Force. These studies, focused on questions touching on topics like abortion or sex education of married women between 15 to 49 years old, aimed at identifying the unmet needs in the society and to map out its future direction of development. The covering period of the records is from 1986 to 1988.

Branch Progress Reports

Before retitled "Bureaux" in 1997, the Branches in the Government Secretariat were responsible for policy making. To keep track of the important matters constantly under consideration by the Government Secretariat, a system of Branch Progress Reports was introduced in 1969. The reports were first compiled monthly, then bimonthly in 1973 and then quarterly in 1976 by the branches on the subjects under their purview. The records contain quarterly progress reports compiled by various Branches including the Administrative Services and Information Branch, Trade and Industry Branch, Housing Branch, Lands and Works Branch, Education and Manpower Branch, Municipal Services Branch, City and New Territories Administration Branch, Health and Welfare Branch, Transport Branch and Economic Services Branch. The reports include various subjects such as Tin Shui Wai Development, Eastern Harbour Crossing, Hong Kong University of Science and Technology, hospital building projects, future airport needs, district administration, pollution control, broadcasting policy, etc. The covering period of the records is from 1987 to 1988.

Shek Kip Mei Estate Redevelopment

Shek Kip Mei Estate was first built in 1954 to accommodate more than 50 000 homeless people due to a huge fire sweeping through squatter areas in Shek Kip Mei on 25 December 1953. By the end of 1954, eight six-storey "Mark I" resettlement blocks were built in the estate to resettle the fire victims. The tenants living in these resettlement blocks had to use the communal toilets and bathrooms and cook in the common corridors. With the aim to improve the living conditions of the tenants of the estate, the Shek Kip Mei Estate Rehousing Scheme began in 1972. Self-contained accommodation units, each equipped with private kitchens and toilets, with new commercial and social facilities would be provided after redevelopment. To start with the redevelopment, among other things, over 60 000 domestic tenants, 500 shop and workshop operators, 30 rooftop schools and welfare organisations were required to be removed from the Estate. The records are about the implementation of the Shek Kip Mei Estate Rehousing Scheme. Issues such as reprovision and compensation for shops, workshops and rooftop schools, rehousing and rent adjustment for domestic tenants, clearance of hawkers and responses from the parties involved in the Scheme are covered in the records. Maps relating to the reprovision for shops of the Scheme can also be located in the records. The covering period of the records is from 1972 to 1977.

SHEK KIP MEI RESETTLEMENT ESTATE — LAYOUT PLAN

Access to Records

@*PRO*, the New Online Catalogue

GRS used to manage over 1.5 million of the archival holdings through the Integrated Information Access System (IIAS) developed in 2004. IIAS also provided an interface for members of the public to search for the archival holdings online. Owing to obsolescence of its hardware and software, IIAS could not support many archives management processes and search functions. GRS therefore commissioned a project in July 2017 to develop a new system to replace IIAS. The new system, with a catchier name **@*PRO*,** came into operation on 17 December 2018. It provides a brand new search interface and user-friendly display of search result. It allows users to create account, reserve holdings and apply for access to records through the Internet which are features that IIAS does not possess. By streamlining the archives management workflow and providing more functionalities, @*PRO* is able to enhance user experience in searching our archival holdings. Besides, @PRO also enables better inventory management and control of archival records and library holdings.
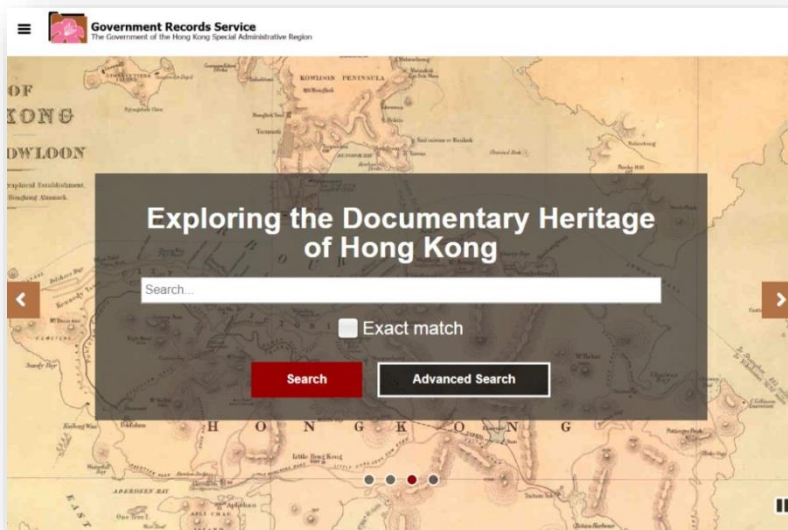
@PRO, the new Online Catalogue of PRO holdings

Access Requests

Members of the public are welcome to visit our Search Room. Our staff provide 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 the online catalogue @PRO. 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.

As mentioned in page 29, public access will generally 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. 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 records. If the B/D considers that a closed record is not suitable for public access, it is required to provide GRS with reasons with reference to Part 2 of the Code on Access to Information.

In 2018, there were 2 911 access requests for open records and 68 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	Withdrawn by Applicant
Open records	2 911	2 911 (100%)	N/A	N/A	N/A	N/A
Closed records	68	33 (48.5%)	32 (47.0%)	1 (1.5%)	1 [Note] (1.5%)	1 (1.5%)

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

Central Preservation Library for Government 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 catalogue. Many of them have been digitised for convenient online access. As at the end of December 2018, CPL had preserved 43 933 publications.

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 2018, PRO handled 11 049 enquiries and received 6 361 visitors.

Thematic exhibition "Tracking Winds and Clouds: A Century of Archived Stories of the Observatory"

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.

"Tracking Winds and Clouds: A Century of Archived Stories of the Observatory"

As the focus of the year, an onsite exhibition entitled "Tracking Winds and Clouds: A Century of Archived Stories of the Observatory" was held from February 2018 to January 2019. Featured archival holdings were displayed to review the early establishment and operation of the Hong Kong Observatory from different angles, giving visitors a glimpse of precious meteorological records, including those on the calamities of four destructive typhoons on record in Hong Kong. Roving exhibitions under the same theme were held in Sha Tin Public Library (March 2018), Ping Shan Tin Shui Wai Public Library (April 2018), Chai Wan Public Library (August 2018) and Kowloon Public Library (September 2018). To complement our onsite exhibition, a thematic web page, comprising "Introduction of the Exhibition", "Image Gallery" and "Reference List", was launched.

Educational Resources Portal

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. To provide convenient access to our records, GRS has prepared different kinds of online resources, including dozens of online exhibitions and digital albums, 50 Topical Guides, various thematic web pages, etc.

In 2018, four new Topical Guides, entitled "Astronomical, Geophysical and Meteorological Records", "Free Primary and Junior Secondary Education", "New Towns Development (1960s-1980s)" and "Festival of Hong Kong" have been added to the Educational Resources Portal to assist users in searching relevant PRO holdings on specific topics.

In addition, four digital albums were developed in the year and made accessible on the Portal. They are: Gin Drinker's Bay 1958-1959, Nathan Road in the Mid-1970s, Po Yick Street, Tai Po 1974 and Tung Chung Fort in 1978.
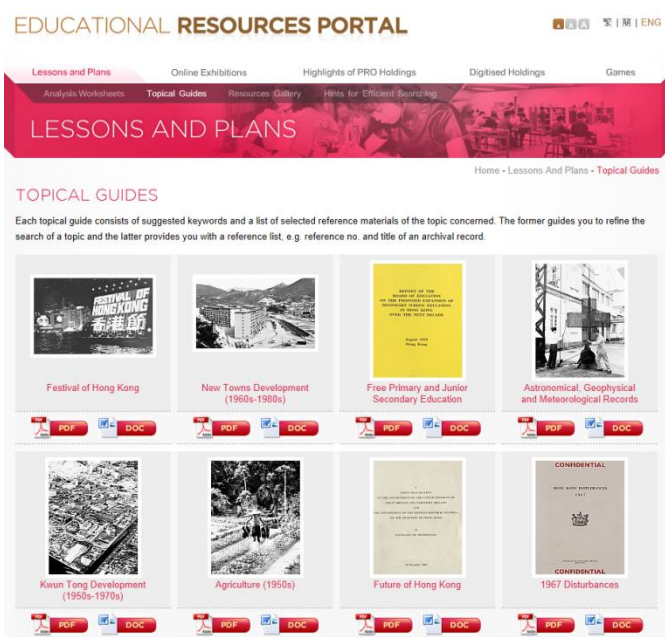
Four digital photo albums uploaded to the Educational Resources Portal in 2018
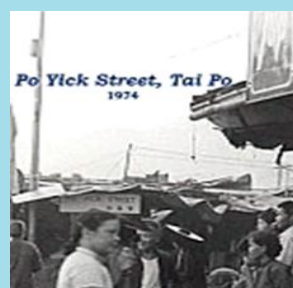
Other public programmes

Visits and Workshops

A total of 39 group visits to PRO and educational workshops on the use of archival records were organised in 2018.

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 May to August 2018. Around 56 000 visitors viewed the exhibition.

Thematic Film Shows

PRO selected films transferred from the Information Services Department and edited them into a 30-minute thematic film clip, entitled "Hong Kong in the 1960s and 1970s". 100 sessions of the thematic film show were held in 2018.

2018

The former Director of Administration, Ms Kitty Choi (left), and the Director of the Hong Kong Observatory, Mr Shun Chi-ming (right), officiated at the opening ceremony of the exhibition "Tracking Winds and Clouds: A Century of Archived Stories of the Observatory".

Archivist grade officers delivered a talk entitled "Preservation and Use of Archives in Public Records Office" at Dr Sun Yat-sen Museum.

"Hong Kong Over the Past 100 Years Historical Photo Exhibition" co-organised by Jao Tsung-I Academy and GRS.

Management of Archival Records

The Government is committed to identifying and preserving government records having archival value so as to enhance public awareness of Hong Kong's documentary heritage. Records appraised as having archival value will be transferred to PRO for permanent retention and PSO will provide services to support the preservation and conservation of archival materials. As more and more records created and collected nowadays are in digital form, GRS is planning to set up a digital archive with modern technologies for the long-term preservation of digital records.
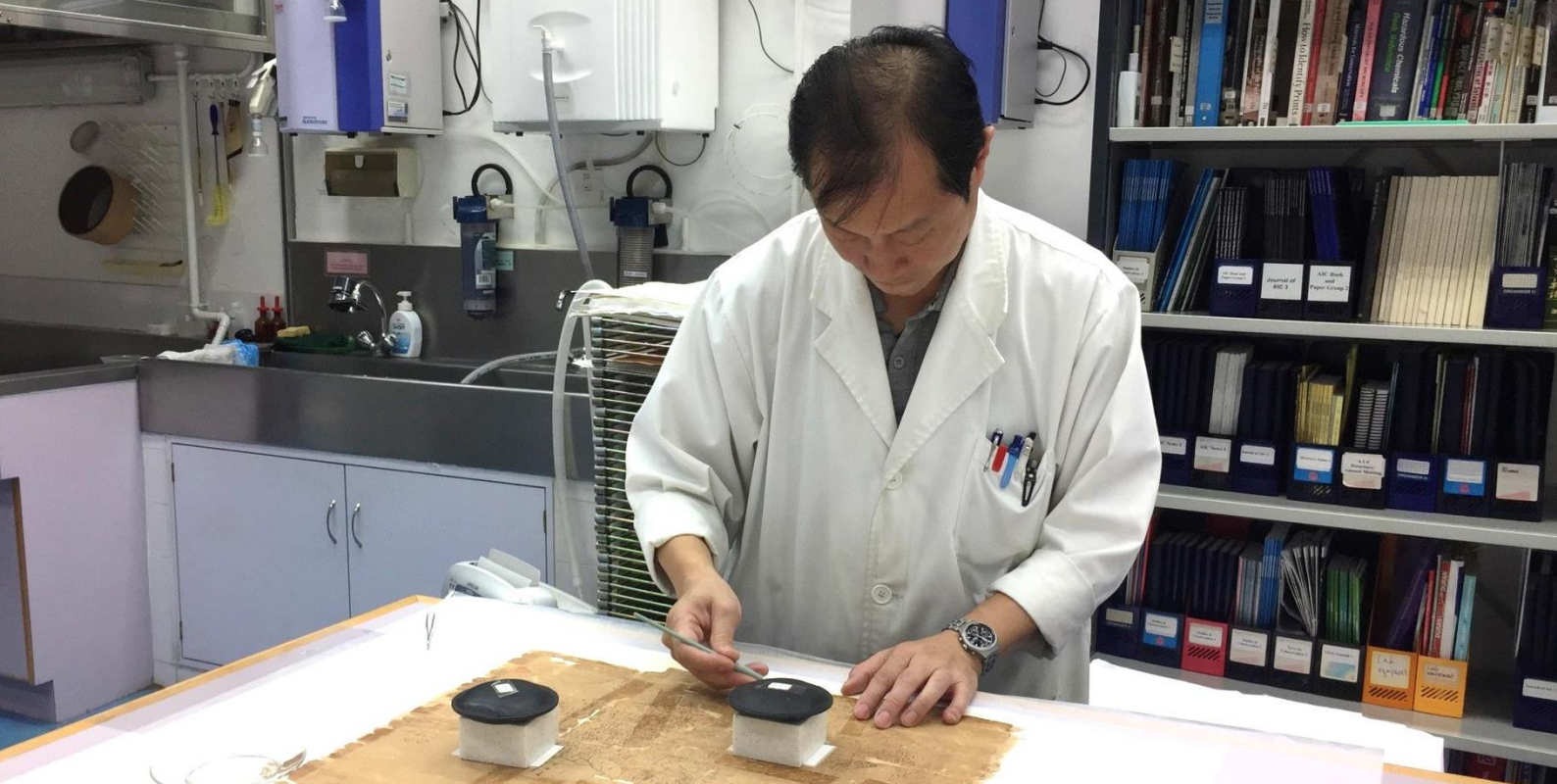
Preservation Treatment in action

Preservation and Conservation

Preservation Work

Archives preservation entails a long-term strategic plan. It encompasses an array of measures and activities which aim to prolong the usable life of archival records. For example, to minimise the physical and chemical deterioration of the records and maintain the continued accessibility of informational content of archives over time, some source documents are duplicated through the latest technologies for public access.

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

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.

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.

Assessment 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.

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 infestation or under such doubt will be transferred into the fumigation chamber for fumigation. Each fumigation cycle lasts for two weeks.

Preservation of Motion Picture Film Material
The motion picture film collection items need further preservation work such as repair of perforation damages, re-making the deteriorated splices and splicing new head and tail leaders to prepare them for long-term storage and access.

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.

Conservation Treatment

Conservation preparation and treatment are conducted to preserve and repair the deteriorated archives and library materials. Most of the archival and library items undergone conservation treatment are in the form of documents. The number of archival and library items which underwent conservation treatment in 2018 was 11 345 sheets of document from 987 files and 11 volumes of books.

In 2018, the following items were preserved and conserved:

59 670
frames of image were microfilmed

233
maps were encapsulated

3 479
items of archival records were assessed

44 186
items of general and classified records were inspected
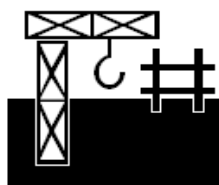
53
linear metres of archives with risk of pest infestation were fumigated

1 189
reels of motion picture film were preserved

70
items of oversized maps and architectural plans were preserved

11 345
sheets of document were conserved

Digitisation of Archival Records

Digital technologies have transformed the way how archives are accessed and used by the public. GRS strives to deliver services that keep pace with rising expectations as well as changes in how people gain access to and consume information. We have been making steady efforts to digitise our holdings based on international standard and the best practices of other renowned archive institutes. Through implementation of the digitisation project, GRS aims to empower the performance of our online search at *@PRO* and enrich the repository of our digital records with a view to providing an easily accessible means to facilitate public access to these archival records.

As at present, over two million digital images of our archival holdings have been digitised. Our plan is to digitise the more popular archival holdings first. The total number of digital images is expected to rise to six million items in the coming decade, representing about 10% to 15% of the total volume of archival records, which is comparable to the digitisation rates of overseas archives. In parallel, the holdings have to be prepared and conserved to good condition to ensure that the documents and the information contained therein are visibly clear for digitisation or access by the public.

In 2018, a total of 159 544 digital images were produced from digitising selected archival items, scanning microfilm collection, and oversized map and architectural plan items.

Guiding principles for the selection of items for digitisation

1) Building digitised holdings

GRS is committed to preserving the archival records of the 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.

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 2018, GRS worked according to the original plan to conduct a comprehensive study on long-term preservation of digital records by phases after conducting extensive market research to explore various technical options and solutions for the implementation of a digital archive. In the coming years, GRS will engage a consultant 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. Procurement exercises for the consultancy study and the setting up of a digital repository will be carried out in 2019.

Management of Government Records

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.
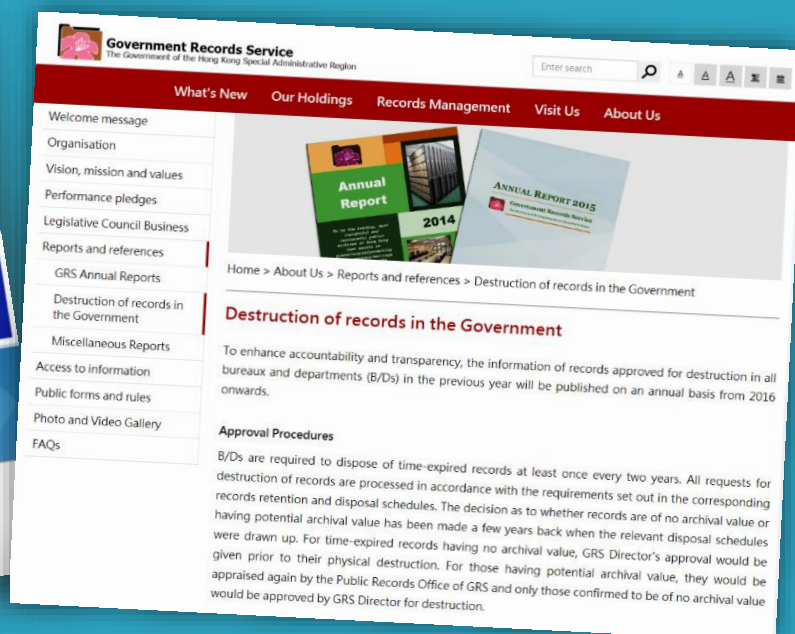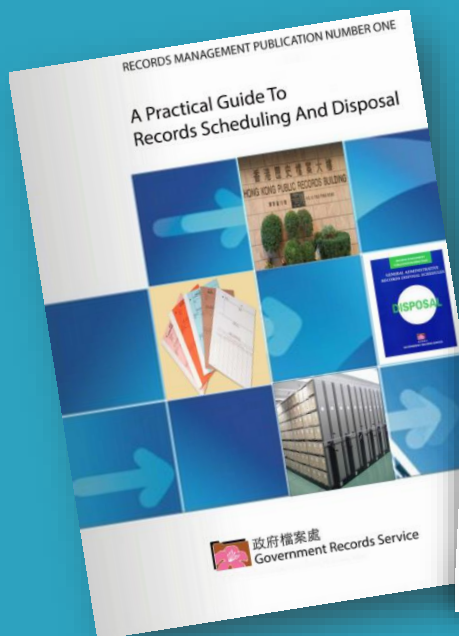
Records Management Publication Number One - A Practical Guide to Records Scheduling and Disposal and the dissemination of records destruction information on GRS' website

Records Scheduling and Disposal

Establishment of 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 2018, the accumulative number of disposal schedules established by B/Ds is around 14 500.

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 2018, GRS approved the destruction of around 63 000 linear metres of records. 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 2018 has been uploaded to GRS' website in April 2019.

Records Management Review

GRS coordinates B/Ds' self-assessment of their records management on a regular basis. Through such self-assessment, B/Ds will be able to assess their compliance with the records management requirements and adoption of good practices as promulgated by the Government. The latest exercise commenced in mid-November 2018 and the results are being consolidated.

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. In 2018, two departments, viz Transport Department and Home Affairs Department were assessed. They generally followed the mandatory requirements and adopted the good practices in different aspects of records management, including establishing and promulgating policies, designating roles and responsibilities to staff with specific records management duties, arranging training, implementing record keeping systems and records management processes (from creating, capturing, registering, classifying to storing, tracking and disposing of records) as well as protecting the vital records.

GRS has made some recommendations for the Departments concerned to improve their records management practices. They include:

(a) making sure that the records management duties of staff are clearly reflected in their job descriptions;

(b) ensuring the establishment and re-circulation of business rules for records creation/collection;

(c) reminding staff to print-and-file the official e-mail records;

(d) ensuring record inventory lists are up-to-date and reporting loss of records;

(e) reviewing storage areas and taking remedial measures to protect records;

(f) making appropriate arrangement for bulk relocation of files;

(g) documenting the records disposal procedures and reviewing inactive files; and

(h) reviewing the vital records schedules and master list.

GRS has provided specific advice and assistance to help them improve and will closely monitor their implementation progress.

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 programmes are organised, including regular classes, topical or in-house seminars, briefings and workshops for records management personnel and general records users.

In 2018, GRS provided the following training services to government officers:

Classroom Training Courses

80 classroom training events were organised and the accumulative number of officers participated reached 2 665, surpassing 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.

Records Management Seminars, Briefings and Workshops

To reach out to more B/Ds, GRS conducted records management seminars to meet the specific training needs of individual B/Ds or to address specific issues. Nine seminars were held, with a total attendance of 539, covering general records management topics as well as specific issues such as filing practices and disposal of records. Furthermore, upon requests from two B/Ds to apprise their staff of the latest development in the Government's records management work, four briefing sessions were held, with a total of 374 officers participating. In view of some specific training needs, GRS also designed and conducted a series of 12 tailor-made records management workshops for 1 002 officers of various ranks of a B/D, with a view to enhancing their knowledge and skills in respect of filing practices, records classification and disposal of records.

Train-the-Trainer Workshops

As a new initiative, GRS has been conducting Train-the-Trainer (TTT) workshops to trainers in B/Ds to facilitate their internal records management training. Upon the request of a B/D, four TTT workshops were conducted for a total of 167 officers. Besides the general records management concepts, the workshops included case studies and quiz to facilitate trainers in B/Ds to have a thorough understanding of records management.

Online Training Package

With a view to helping government employees recognise the importance of records management in their daily operations and equipping them with key concepts and knowledge of records management through the use of web-based technology, GRS launched the "Online Self-learning and Training on Records Management" platform in September 2018 for government employees to access to a wide range of information and tips anywhere and anytime. Hosted on the Cyber Learning Centre Plus platform, this online training package comprises eight modules, namely records management overview, records creation and collection, records classification, filing practices, access control and storage, records scheduling and disposal, archives management and ERM. Within four months after launch, over 2 000 officers have participated and about 300 have completed all eight modules.

To make further improvement, GRS will continue to review its strategy and formulate a more comprehensive training plan for B/Ds, 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. Opinions and new ideas will also be sought from B/Ds to continue improving the training service quality.

Publications and Guidelines

In March 2018, we have updated Publication No. 2 "Managing Active Records: File Management", No. 3 "Subject Filing" and No. 5 "The Microfilming User Manual". We have also revamped Publication No. 7 "Topical Guide cum Checklists for Proper Records Management Practices" to assist B/Ds in assessing the effectiveness of their records management programme, identifying major problems and setting priorities for improvements. Staff with records management responsibilities may use it as a tool for planning, conducting and evaluating records management activities in their B/Ds. On the other hand, GRS has been devoting considerable efforts to develop the ERM standards and guidelines and to assist B/Ds in meeting 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. GRS will continue to develop new ERM standards and guidelines and to review the existing ones as appropriate.

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 2018, RCs have achieved 100% of the 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 the retention period, RCs would coordinate the transfer or destruction of records after confirmation with the transferring B/Ds.

In order to deliver quality services to all B/Ds in an efficient, effective and automated manner, GRS has implemented a comprehensive web-based information system, namely the "Storage Allocation and Records Centre Information System (SARCIS)", in March 2017 to support the various business processes of RCs. B/Ds are able to conveniently submit requests for transfer of records and disposal of records, as well as draft disposal schedules through SARCIS and RCs will 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 also provides 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 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 2018, 11 B/Ds have implemented or are implementing ERKS. GRS, in collaboration with the Office of the Government Chief Information Officer and Efficiency Office, is conducting a review on the implementation of ERKS. The results will enable informed decisions to be made on the long-term strategy for the full implementation of ERKS across the Government.

ERM Training for B/Ds

In 2018, GRS conducted a briefing for those B/Ds which had not yet implemented an ERKS to introduce the key concepts of ERM and ERKS and encourage them to start planning for the implementation of an ERKS. Over 240 attendees from 66 B/Ds attended the briefing.

Briefing of ERM and ERKS conducted on 16 November 2018

Reaching Out

Aiming 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, GRS continues to reach out to local and overseas counterparts of archival community and public organisations.

Miss Jessica Lau, Archivist, presented a report in the 2018 International Conference of East Asian Regional Branch of International Council on Archives (EASTICA) held in Fuzhou

Support to 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 records management seminars for public 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 2018, GRS conducted the sixth annual seminar in a row and invited 91 public organisations to the seminar. The seminar focused on two major topics, namely (1) records and archives management, and (2) ERM and ERKS. More than 270 participants from 28 public organisations attended and provided positive feedback to GRS.

Separately, we shared our records management guidelines and template documents with the public organisations, such as the Competition Commission (Hong Kong). 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.

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

Communications with Archives Profession

To foster a closer partnership with other archives, GRS received delegations from different archives, visited archives both local and outside Hong Kong, and participated in international records management conferences and seminars and International Archives Day in 2018.

January

The Director of Administration led a delegation of three Archivist grade officers to visit the National Archives Administration of China, Beijing Municipal Archives and First Historical Archives of China. We have professional exchange on archives and records management, preservation of electronic records, access and promotion of archives.

A delegation led by Ms Kitty Choi, the former Director of Administration (left), visited the National Archives Administration of China

Separately, GRS visited the University Archives of the Chinese University of Hong Kong (CUHK). GRS and CUHK Archives exchanged views on archives and records management, preservation and access to records.

June

In celebration of International Archives Day 2018, GRS participated together with local institutions in an exhibition organised by the Hong Kong Archives Society on 9 June 2018. More than 30 replicas of our archival holdings were exhibited. GRS also delivered a talk on "The Story of Archives" to highlight the holdings and online resources of GRS.

GRS staff introducing archival holdings to visitors of the International Archives Day 2018

August

A delegation from the National Archives of Korea visited GRS. 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 the National Archives of Korea and officers of GRS

November

A delegation of four Archivist grade officers attended the 2018 International Conference of EASTICA held in Fuzhou, China with the theme "Safeguarding and Increasing Access to the Documentary Heritage of Silk Routes". GRS presented a report "Archival Holdings of the Government Records Service on Trade along the Maritime Silk Routes".

GRS staff at the 2018 International Conference of EASTICA

December

Scholars of digital preservation from the Monash University and Shanghai University visited PRO. We shared experience on archives management, digitisation, digital preservation, etc.

GRS staff introducing the archival holdings to scholars

2018

Environmental Report

The Hong Kong Public Records Building, 13 Tsui Ping Road, Kwun Tong, Kowloon

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 ERM in the Government and public organisations. We had also taken various measures in 2018 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;

- 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 lift;

- Installing automatic sensor faucet in toilets to reduce water consumption;

- Using energy efficient computers, LED lights, photocopiers, etc.;

- Separating light switches for different light zones;

- Installing occupancy sensors in areas not frequently used, e.g. rear staircase; and

- Maintaining air-conditioned room temperature at 25.5 °C 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 and the following recommended energy saving measures were implemented in 2018:

- 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 2018. The audit results are as follows:
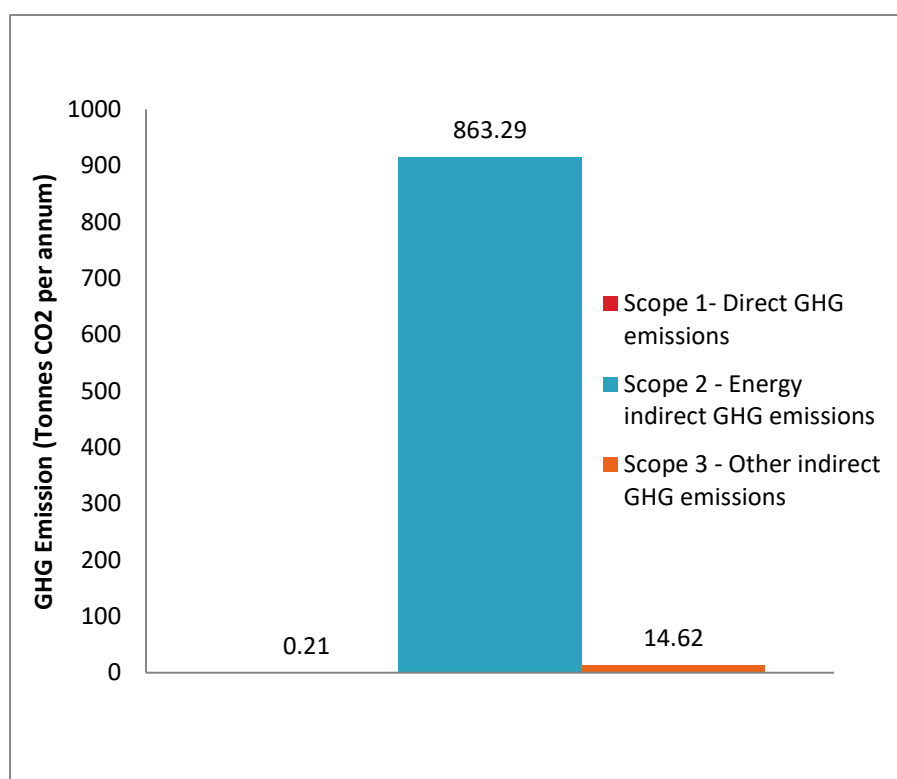
Scope 1 -
Direct GHG emissions refer to emissions from the Generator

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

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, the Energy indirect GHG emissions from HKPRB, which was the major carbon emission source, was reduced from 914.99 tonnes CO2 in 2017 to 863.29 in 2018. GRS would strive to further reduce the Energy indirect GHG emissions from HKPRB in the coming years.

Way Forward

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

Abbreviations

AIDS	Acquired Immune Deficiency Syndrome
AIIM	Association for Information and Image Management
ANSI	American National Standards Institute
B/Ds	Government bureaux / departments
CPL	Central Preservation Library for Government Publications
CUHK	The Chinese University of Hong Kong
DLCS	Director of Leisure and Cultural Services
DRM	Departmental Records Manager
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
FPAHK	Family Planning Association of Hong Kong
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
ICAC	Independent Commission Against Corruption
IIAS	Integrated Information Access System
LRC	Law Reform Commission of Hong Kong
MVAC	Mechanical Ventilation and Air-Conditioning
PRO	Public Records Office
PSO	Preservation Service Office
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
TNA	The National Archives of the United Kingdom

TTT	Train-the-Trainer Workshops
WGPD	Working Group on Population Distribution

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   3.   Subject to the provisions of these Rules and the laws of Hong Kong,
available for   public records
public
inspection

(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 inspect records	8. (1) Subject to the provisions of Rule 8(4), any person wishing 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.

<div align="center">**FIRST SCHEDULE**</div>

<div align="center">**UNDERTAKING GIVEN IN ACCORDANCE WITH RULE 7(2)
OF PUBLIC RECORDS (ACCESS) RULES 1996**</div>

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.

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<tr><td align="center">Signature of Application</td><td></td><td align="center">Date</td></tr>
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<tr><td align="center">Signature of Witness</td><td></td><td align="center">Date</td></tr>
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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.