

ANNUAL REPORT

2020



Government Records Service

The Government of the Hong Kong Special Administrative Region

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Foreword

I am pleased to present the 2020 Annual Report of the Government Records Service (GRS) to you.

2020 was a year full of challenges. The outbreak of COVID-19 pandemic affected GRS' services, both to the public and government bureaux and departments. Our Exhibition Hall, Search Room and Records Centres had to be temporarily closed intermittently, and the training services provided to government officers were also suspended for several months under the Government's special work arrangement.

Despite the challenges and constraints, colleagues of GRS made utmost effort to sustain our services through all possible means, while ensuring that we kept our staff and visitors safe. Treading new grounds, GRS embraced the opportunities to fully utilise online means to promote our archival collections to the wider community and to provide our services to and interact with the public, such as launching the Public Records Office Facebook page in June 2020 as well as conducting online workshops and live public programmes. During the suspension of face-to-face training, we proactively promoted our online training package "i Records Management Training" to government employees, enabling them to acquire important concepts of and useful tips on records management practices anytime and anywhere. We also made good use of online meeting software to conduct our regular training, briefings and seminars with positive feedback. I am pleased that with the unfailing effort of our colleagues, we had continued to provide a reasonable level of services and was able to achieve most of our work targets during this challenging time.

Looking ahead, GRS shall keep up with our work to strengthen the management, protection and preservation of government records and archives, enriching Hong Kong's documentary heritage for public appreciation. With the increasingly rapid shift to digital forms of business, GRS has been working closely with the Office of the Government Chief Information Officer and the Efficiency Office on the preparatory work for the full rollout of electronic recordkeeping system by 2025. GRS will also continue to chart out essential strategies for long-term preservation of electronic records in this new digital era in order to meet the growing expectations of the local community and evolve with the advancement in technology.

This report highlights GRS' major work in 2020, the key statistics on records management activities in the Government and some of the archival collections of our Public Records Office. Hope you will have a better understanding of our work.

Miss Ruby LUK
Government Records Service Director



Vision, Mission and Values

Our Vision

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

Our Mission

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

Our Values

Green

Go Green! Be environmentally conscious through developing and promoting electronic records management in the Government and public organisations.

Reliability

Create and preserve reliable records to support evidence-based decisions and to promote the documentary heritage of Hong Kong.

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.



(From left) Miss Susanne YEUNG, Chief Executive Officer; Ms Angela LIU, Curator; Miss Jessica LAU, Archivist; Miss Ruby LUK, Government Records Service Director; Mr Bernard HUI, Archivist; Mr Ted CHENG, Archivist; Mr Eddie CHAN, Chief Executive Officer



Fishing fleet adorned with bright banners and flags
berthed at Joss House Bay (1961)
(Reference no.: HKRS 365-1-62-13)

Part I

Activities in Retrospect

Folk Festivals in Those Days...

How did people celebrate Chinese traditional festivals in the old days in Hong Kong? What is the role of the Government in coordinating and organising the festivals? Have the festivals changed over time? Answers can be found in the 2020 thematic exhibition of the Public Records Office (PRO) of the Government Records Service (GRS) titled “Folk Festivals in Those Days...” through a display of some 80 items from its holdings as well as the contribution of the community.



A pair of tin flacons contributed by the Tung Tau Estate Yu Lan Sing Association Limited, which were used for making offerings to the deities in the Yu Lan Ghost Festival

The exhibition focused on Cheung Chau Jiao Festival, Tin Hau Festival and Yu Lan Ghost Festival of the Hong Kong Chiu Chow Community in Hong Kong, which have been inscribed onto the first Representative List of Intangible Cultural Heritage of Hong Kong for carrying high cultural values. These folk festivals have been inherited for generations, carry distinct traits of an ethnic group and strengthen community ties.



Shengong opera staged at the venue of Eastern Street Yu Lan Ghost Festival (2000)
(Courtesy of Mr YIU Yau-hung and Eastern Street Yu Lan Community)

PRO's holdings selected for the exhibition revealed several interesting stories about these festivals. For example, unlike the Ping On Buns today, the Chinese character “壽”, which means longevity, was once printed on the buns distributed in the Cheung Chau Jiao Festival.



Buns distributed in the Cheung Chau Jiao Festival stamped with the Chinese character “壽” (longevity) (1994)
(Courtesy of the Information Services Department)



A child actor in the parade during the Cheung Chau Jiao Festival (1961)
(Reference no.: HKRS 365-1-71-11)



The holdings displayed also documented how the Government uncovered the history of Tai Miu, which is believed to be the oldest and largest temple for worshipping Tin Hau in Hong Kong, by inspecting an inscription of the Southern Sung Dynasty at Joss House Bay with scholars' engagement.

Rock inscription at Joss House Bay traces the history of Tai Miu's location dated back 1 000 years ago (1977)
(Reference no.: 06-03-061)

Apart from that, by multimedia presentation of historical photographs and a layout plan of the festival venue, the exhibition also brought the old days of the Yu Lan Ghost Festival of the Hong Kong Chiu Chow Community back to life.



The layout plan of a festival venue at the Yu Lan Ghost Festival



Display panels of "Festival@Community" at the Search Room of Hong Kong Public Records Building

Similar to the thematic exhibition held in 2019, a public engagement programme titled "Festival@Community" was organised for this exhibition and had collected from members of the public 43 photographs demonstrating the celebration activities of the traditional festivals in recent time. While enriching the exhibition and as a "Then and Now" element, the public engagement programme also helped safeguard our collective memory.

To facilitate visits to the exhibition, three roving exhibitions were also held in branches of the Hong Kong Public Library in various districts as well as the Sam Tung Uk Museum in Tsuen Wan. Members of the public who prefer a laid-back tour could also browse the online exhibition, where over a hundred images of precious historical documents and photographs, a reference list of PRO's holdings, as well as videos relevant to the three festivals were made available for easy search and access on GRS' website.

Documenting the Heritage

A Glimpse of Cantonese Opera

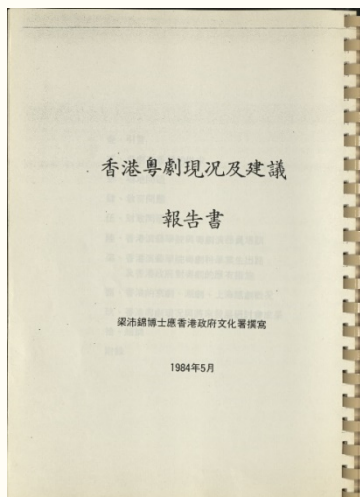
What is common between the famous actor LEUNG Sing-por, the lyricist / songwriter James WONG and the scholar LEUNG Pui-kam? The answer is Cantonese opera! To many people in Hong Kong, Cantonese opera, inscribed onto the first batch of the National List of Intangible Cultural Heritage of China in 2006, is their collective memory. Being a popular form of performing art for public entertainment, Cantonese opera as one type of Chinese traditional theatre is also highly praised for its social and cultural values.

Witnessing the Government's effort in promoting the intangible cultural heritage, our newly released archival records tell a vivid story of how Cantonese opera developed in Hong Kong.

In May 1990, the Government set up the Working Group on Chinese Operas under the Council for the Performing Arts (CFPA) (which was replaced by the Hong Kong Arts Development Council in 1994) to advise and make recommendations on how Chinese opera could be further developed in Hong Kong. As documented in the newly released archival records, the Working Group in its first meeting had agreed to start by reviewing the available literature, such as the Proceedings of the Symposium “Chinese Theatre in Hong Kong” organised by the Centre of Asian Studies of The University of Hong Kong in 1968 and relevant postgraduate theses in Hong Kong. Accordingly, the CFPA Secretariat presented a literature review paper covering comments made by LEUNG Sing-por as the then Chairman of the Chinese Artists Association of Hong Kong, citations from the master thesis “A Study on the Problems of Cantonese Opera” written by James WONG, “A Report on the Cantonese Opera in Hong Kong” by LEUNG Pui-kam and other literature. Through the lens of performers and researchers, extensive research was done to understand the opportunities for and challenges faced by Chinese opera in Hong Kong, e.g. the demand and supply, venue problem, qualification of performers, financial problem, etc.



Cantonese opera performed at Hong Kong Cultural Centre and City Hall (1990s)
(Reference no.: X1000149)



“A Report on the Cantonese Opera in Hong Kong” written by LEUNG Pui-kam (1984)
(Reference no.: HKRS 2160-2-8)

The records also reveal that the research and literature review had become the basis for further discussion on the promotion of Chinese opera in Hong Kong. In particular, it was suggested that the promotion of Cantonese opera should be retained in the agenda of future meetings of the Working Group. Consequently, the Working Group produced a paper “Promotion of Cantonese Opera in Hong Kong” which examined the main areas of concern in the Cantonese opera field, set out findings and made suggestions on various aspects such as performance venue, training, script-writing, audience development, funding sources, etc. CFPA subsequently supported the establishment of the Chinese Opera Committee to pursue the Working Group’s suggestions for the promotion of Cantonese opera in Hong Kong. The records show that the Government endeavoured to promote Cantonese opera through the provision of venue support for Cantonese opera troupes, training for young artists and funding for performances of new productions as well as organising Cantonese opera education and promotion activities.

While documenting the policy of the Government, our archival records also reflect the development of Hong Kong’s cultural industry. The records show that the Government is dedicated to the development of Cantonese opera and has supported the development of Cantonese opera through different channels. Members of the public are most welcome to come to the Hong Kong Public Records Building (HKPRB) to inspect the newly released archival records and explore the cultural heritage of Hong Kong.

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 bureau/department (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 2020, **19 643** archival records were newly opened, making the total number of archival records open for public access **838 942**.

Shining Light on the Hidden Gems

New Addition to GRS' Collections

GRS aims to be the most insightful, resourceful and leading public archives in Hong Kong. To build comprehensive archives with diversified collections, GRS is committed to appraising and acquiring records and materials of enduring value as well as making them available for public access.

Records appraisal is the major process of ascertaining the archival value of records in accordance with international standards as well as established policy and guidelines in order to determine whether the records should be permanently retained in GRS or disposed of. To this end, the Archivist grade officers of GRS conduct functional, contextual and content analysis. We commit to selecting and acquiring the records which best document the Government's major functions, decisions and actions process, and interactions between the Government and citizens, as well as preserving the records containing information that help enrich the public's understanding about the transformation of Hong Kong.

Adding to the Collections

Currently, GRS preserves more than 1.7 million (23 026 linear metres) of archival records. In 2020, about 620 linear metres (29 145 nos.) of records were appraised as having archival value and transferred to GRS for permanent retention. Some notable series include:

- Minutes and papers of the Executive Council from Chief Executive's Office
- Files relating to planning and development of Kai Tak Cruise Terminal from Commerce and Economic Development Bureau
- Files relating to the work of Metrication Committee from Innovation and Technology Bureau
- Files relating to geotechnical projects from Civil Engineering and Development Department
- Files relating to planning and development of New Territories West from Civil Engineering and Development Department
- Files relating to public works for sewerage and drainage projects from Drainage Services Department



Activity for promoting metrication (display of triple-unit conversion charts in public markets) (1993)



Panoramic view of Kai Tak Airport's apron after completion of a geotechnical project (1992)

- Files relating to environmental protection, energy, nature conservation and sustainable development from Environmental Protection Department
- Files relating to administration and organisation of Information Services Department
- Files relating to investment promotions from Invest Hong Kong
- Files relating to health manpower survey from Department of Health
- Construction drawings of highway works from Highways Department
- Files relating to District Councils and publicity campaigns of Chinese customs in the New Territories from Home Affairs Department
- Files relating to planning, development and construction of public housing estates from Housing Department
- Files relating to trade unions, labour relations and administration from Labour Department
- Press cutting files relating to legal aid services from Legal Aid Department
- Files relating to greening and tree management, and promotion of major leisure and cultural events from Leisure and Cultural Services Department
- Files relating to buses services and operation from Transport Department



Aerial photos of Tuen Mun (1945) and (1990)

To enrich existing archival holdings, GRS also makes effort to acquire copies of archival records relating to Hong Kong from archives outside Hong Kong. GRS has an established mechanism to keep track of new releases of archival records relating to Hong Kong from other major archives. When formulating the procurement plan for such archival records, GRS takes into account the development direction of its collections, criteria for appraising records, existing resources as well as the views of service users.

In 2020, GRS procured digital copies of 549 archival records relating to Hong Kong from The National Archives of the United Kingdom. These records are mainly related to the following subjects:

- Future of Hong Kong
- Visits of Chinese and British principal officials
- The Sino-British Joint Declaration
- Basic Law
- Economic and financial development of Hong Kong
- Nationality and citizenship
- Vietnamese boat people
- Port and airport development
- Hong Kong before 1945

GRS also procured digital copies of 10 archival records relating to Hong Kong from the George W. Bush Presidential Library and Museum.

Redouble Efforts

GRS' Public Services in the Time of Pandemic

To overcome challenges brought by the COVID-19 pandemic, GRS made continuous effort and flexible changes to strike a balance between providing services to the public and preventing the spread of the virus in this testing year.

To address the demand of users for access to our archival records amidst the epidemic, GRS strove to provide its basic public services under the Government's special work arrangement. The seats in the Search Room were reduced for social distancing. According to the latest epidemic situation at the time, the opening days per week, the quota of Search Room users per day and the scope of services provided were closely reviewed and adjusted. In order to control the number of users, members of the public needed to make reservations through our Online Catalogue @PRO. They were also required to wear masks at all times when they were inside the HKPRB, and follow the infection control measures, including temperature checks upon entering the building and applying hand sanitiser. To protect the health of the staff and users, cleaning of public areas and facilities was enhanced. Through a series of preventive measures, GRS sustained its basic public services safely.

In the digital era, GRS always looks for opportunities to enhance its online services to promote the documentary heritage to a wider range of audience. Following the outbreak of COVID-19 pandemic, several new initiatives were introduced.

GRS was aware that online teaching and learning had become a new trend in education. Notwithstanding that group visits to the HKPRB were suspended, an online workshop “Kwun Tong@Archival Records” was newly launched in May 2020. The workshop, which comprised an animated video to introduce PRO's holdings related to the development of Kwun Tong as an industrial town in the last century as well as a worksheet, successfully reached out to 1 125 students from various schools in 2020. In addition, GRS also explored the feasibility of conducting online live public programmes. As a trial run, two online live workshops were organised for the Education University of Hong Kong upon request.



Normal seating arrangement in the Search Room



Special seating arrangement to maintain social distancing in the Search Room

The use of social media has created opportunities for the Government to promote services and interact with the public. In June 2020, the PRO Facebook page was launched. Besides information of the new additions to GRS' collections as well as the latest service arrangements in response to the epidemic situation, members of the public could joyfully appreciate GRS' archival records with fascinating stories presented in an interesting way. To promote the documentary heritage to the community, GRS also collaborated with other organisations. In particular, two sharing sessions, namely "Preservation and Promotion of School Archives" and "Tracing the Anti-epidemic Story", given by our Archivist grade officers were delivered through the Facebook pages of the Hong Kong Archives Society and the Conservancy Association Centre for Heritage. We also delivered an online talk given by Mr Anven WU Yim-chung from the Federation of Hong Kong Chiu Chow Community Organizations and our staff through this social media platform.



To promote online access to our holdings, selected items from our digitised collection, including around 85 000 images of the Daily Information Bulletin created by the Information Services Department in the 1990s, were also made accessible via our Online Catalogue @PRO in the year.

2020 was indeed a challenging year for many of us. However, challenges could be transformed into opportunities. In meeting the challenges and embracing the opportunities, not only was GRS "reactive" to difficulties encountered, GRS had carved out a "proactive" niche to meet users' expectation and promote its services to the public through diversified means, both onsite and online.

A Preservation Challenge

Rejuvenating a Century-old Record

If you plucked a bottle with a piece of paper inside from the sea while you were wandering along the seashore, would you attempt to open it and take the paper out for a look? If you were very fortunate, you might still find a paper from a century ago intact inside and be able to read the message clearly. It must have been wisely prepared by a sender who had chosen a suitable dark brown bottle to preserve and protect the paper inside and had perfectly sealed it up, while purposely rolling the message inward to shield the ink from damage by sunlight.

Just like the bottle sender, the Preservation Service Office (PSO) of GRS is dedicated to preserving and passing on important information by all possible means. We formulate preservation strategies for our holdings, adopt best practices, and use appropriate materials to protect our historical records. It is our goal that records will be preserved and subsequently passed on from generation to generation. Our target is to conserve and produce surrogates (i.e. a duplicate digital copy, or any other format, used to optimise appropriate accessibility and maximise the opportunities provided by digital innovation) of source documents¹ as stated in our preservation strategy.

Special Project

In 2020, PSO conserved a rarely-bound Chinese-style accordion book² among the files of correspondence (HKRS 203-1-22) in our holdings (Photo 1). The accordion book was made of cream-coloured Chinese paper, mounted on an indigo cover in an old-fashioned style. Sadly, many insect holes had developed across the book (Photo 2). It had



Photo 2

disintegrated into separate pages,

resulting in difficulty of reading and handling. Yet, with a sense of excitement comparable to discovering a century-old message, we realised that the book had been handwritten 120 years ago. PSO decided to conduct conservation treatment to revive the hidden messages.



Photo 1

¹ The original form of which a copy is made, terminology defined by the Society of American Archivists.

² An accordion book consists of a long strip of paper that is written on one side and then compacted by folding in zig-zag fashion. It is a style of book originating from the Tang Dynasty (A.D. 618-908) in China and was later developed in the Heian period (A.D. 794-1185) in Japan. / 中國古籍修復與裝裱技術圖解，杜偉生著，中華書局 2013 年。

How Could the Record Last So Long?

Other than the insect holes, the accordion book did not show any signs of damage — the paper remained cream-coloured without any brown stains. It was later identified as a kind of Chinese writing paper displaying a characteristic laid line³ pattern. There is an old saying, “Chinese paper of good quality can last a thousand years or more”⁴. Such hand-made Chinese paper was conventionally made following steps developed along the history of papermaking dating back to CAI Lun. It did not use chemicals but relied instead on traditional practices, such as sunlight bleaching, in the hope of extending its life expectancy.

The accordion book had been severely damaged by pests before being deposited in GRS. Numerous insect holes were evident along the folded edges even though the paper itself was of high quality. It might have been caused by an unfavourable environment and improper storage conditions in the past. For better protection of such delicate records, GRS has a paper repository⁵ which provides climatic-controlled conditions round the clock. Likewise, you may consider storing your valuable documents in a plastic box with desiccants to prevent pest infestation or mould growth as a result of a humid environment.

What Did We Do?



PSO formulated a treatment plan for the accordion book in accordance with the “less is more” principle. For the indigo jacket, only the holes on the cover needed repair in view of its colour fastness, while the content pages required structural repair. A single layer of Xuan paper, another kind of Chinese paper, was glued to the back of the document with an incredibly diluted starch paste — the milky liquid — employing traditional Chinese brushing techniques in the hope of restoring its strength without tarnishing the former splendour of the booklet, which is soft and pliable (Photos 3).

Photos 3

³ It is the pattern of the bamboo-made mould for vetting paper in China. The production process may have originated from the practice of pounding and stirring rags in water, after which the matted fibres were collected on a mat. The bark of the paper mulberry plant was particularly valued and high quality paper was developed in the late Han period using the bark of tan, sandalwood.

⁴ A. LIU, “Chinese papers: their development, characteristics and permanence”, 2006. LCSD
https://www.lcsd.gov.hk/CE/Museum/Conservation/documents/10118435/10118863/10_Liu_WS_2006.pdf

⁵ The condition of the paper repository in GRS is stably maintained between the levels of 17-19 degrees Celsius and 48%-52% relative humidity, twenty-four seven.

You may doubt whether the milky adhesive would be strong enough to hold the two pieces of paper together. Truly, it would not work for modern paper. However, it works remarkably well for Chinese paper when used together with established brushing and pounding actions introduced from traditional Chinese mounting techniques. Different kinds of brushes, both



Photo 4

Japanese Kyoto style and Chinese style, were used to facilitate the entire backing process in order to attain various treatment effects⁶ (Photo 4). The backing action had to be completed within a few minutes, so that the treated document could be sent to the drying board to remove any excessive moisture as quickly as possible. After the document had dried, insect holes were completely closed without losing any of the fragments.

After the treatment, it can now be presented to readers in all its original glamour and in a stable condition with its messages strikingly revealed (Photos 5). It tells a tale of our local history in the form of a petition from 120 years ago whereby the villagers of Ma Tau Wai requested to be allowed to retain the ancestral altars of their family houses⁷.



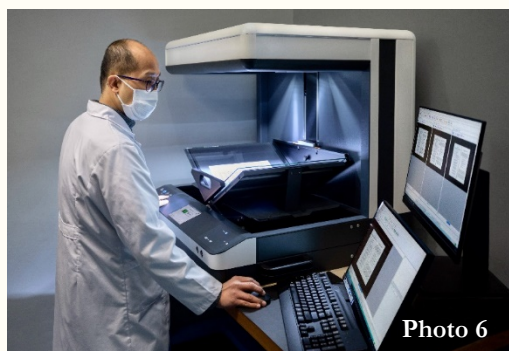
Photos 5



-
- ⁶ For example, smoothing the wet document with a Japanese goat hair smoothing brush, and pounding the backing paper with a hard and strong palm fibre brush to ensure the adhesion of the backing paper to the document, etc.
- ⁷ Due to Sanitary Regulations, the village people had been ordered to pull down all their village dwelling rooms, cocklofts, and shrines. The petitioners wrote a letter on 12 April 1901 to appeal for an exemption from such removal.

Making a Surrogate for the Petition and the Bound Volume

In order to provide wider accessibility to the records, we digitised the items. This offers the added benefit of preventing the items from being physically accessed too often after their treatment. The scanning process needs to be carefully orchestrated in the hope of retaining the sets of documents in full as far as possible. It is essential to capture an image without losing its integrity⁸ and authenticity⁹.



This time, the surrogates were produced by a newly acquired book scanner¹⁰ (Photo 6). Its V-shaped book cradle is equipped with a speedy laser auto-focusing function which facilitates complete scanning of the fragile bound book without the need to unbind the book. Dual images (i.e. both right and left pages) are taken with each scan which reduces the processing time by half. The images produced comply with international requirements, such as FADGI¹¹ and ISO 19264-1. The master copy, together with its metadata, would be stored in the digital repository while its compressed copy would be open for public access.

Ways Forward

GRS is committed to continually improving its preservation service. We preserve our holdings with a comprehensive application of appropriate traditional techniques in order to restore the historical composition of the archival records. Simultaneously, we are committed to pursuing the latest technological advancements with a view to catering for the underlying and ultimate needs of our readers in this ever-evolving technological era. We are dedicated to making every endeavour to preserve our documentary heritage through long-established craftsmanship supplemented with hi-tech innovation. In the end, we hope that you can find your own brown bottle whenever you next visit the HKPRB.

⁸ The quality of being whole and unaltered through loss, tampering, or corruption, terminology defined by the Society of American Archivists.

⁹ The quality of being genuine, not a counterfeit, and free from tampering, and is typically inferred from internal and external evidence, including its physical characteristics, structure, content, and context, terminology defined by the Society of American Archivists.

¹⁰ The scanner was procured in 2020 with an output of at least 600dpi, 24-bit colour, white LEDs, tested according to IEC 62471, no IR/UV emission; multipage PDF (PDF/A) and TIFF, JPEG, JPEG 2000, PNM, PNG, BMP, TIFF (Raw, G3, G4, LZW, JPEG).

¹¹ Federal Agencies Digital Guidelines Initiative (FADGI) is known worldwide as a collaborative effort that was started more than a decade ago by U.S. federal agencies to communicate the common sustainable practices and guidelines for digitising historical, archival, and cultural content.

One Key Step to Long-term Preservation of Electronic Archival Records

Digital Repository in GRS

In the e-government era, increasing amount of electronic records are generated by B/Ds in the day-to-day management of government activities, a portion of which would be considered as having archival value and ultimately needs to be transferred to GRS for permanent retention. With an imminent need to properly store and manage these electronic archival records to ensure their integrity and authenticity such that future users can view the content easily regardless of technological changes as well as hardware and/or software obsolescence, GRS acquired a commercial-off-the-shelf (COTS) software package with a plan to set up a digital repository by mid-2020.

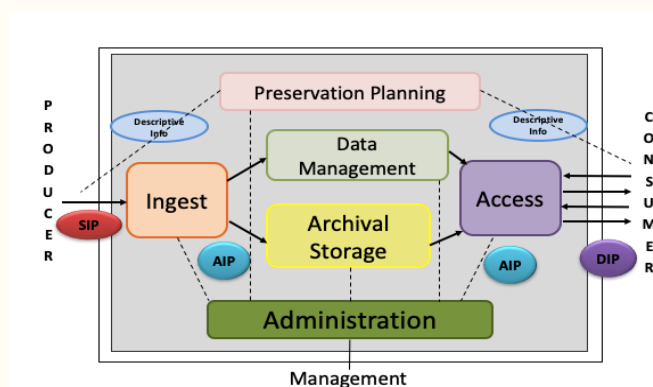


Photo 1: The OAIS functional entities

The world renowned COTS product with strong technical support offered a ready solution to the proper management of the vast amount of electronic archival records. The digital repository software package combines core functional entities and application aligned to the *Open Archival Information System (OAIS) reference model*¹² (ISO 14721:2012) standard (including Ingest, Archival Storage, Data Management, Administration, Preservation Planning and Preservation Action, and Access (Photo 1)).

In order to ensure each electronic archival record received from B/Ds maintains its integrity and authenticity, checksum, like a fingerprint of electronic record, would be used to perform fixity checking¹³ at regular intervals. By generating a sequence of numbers and letters in fixed length from the commonly used algorithms (such as MD5, SHA-1, SHA-256 and SHA-512) and comparing the hash values (Photo 2), even a small alteration in bit stream level will result in a different hash value. Regular fixity checking will be conducted on records stored in the digital repository. When changes are detected, investigation is required to check whether they are caused by file corruption, followed by rectifying the problems by recovery from backup copies to ensure the integrity and authenticity of records in the long term¹⁴.

¹² The OAIS reference model defines six main functional entities that describe the activity of a digital repository as a flow of digital material, from the arrival of new material in the repository, its storage and management, to its delivery to a Consumer (user).

¹³ Fixity checking is the process of comparing the hash values of two files computed with the same checksum.

¹⁴ Checksum can only detect error in a file and protect it against data loss or data corruption. Safeguarding with multiple copies of records to supplement fixity checking for recovery is necessary.

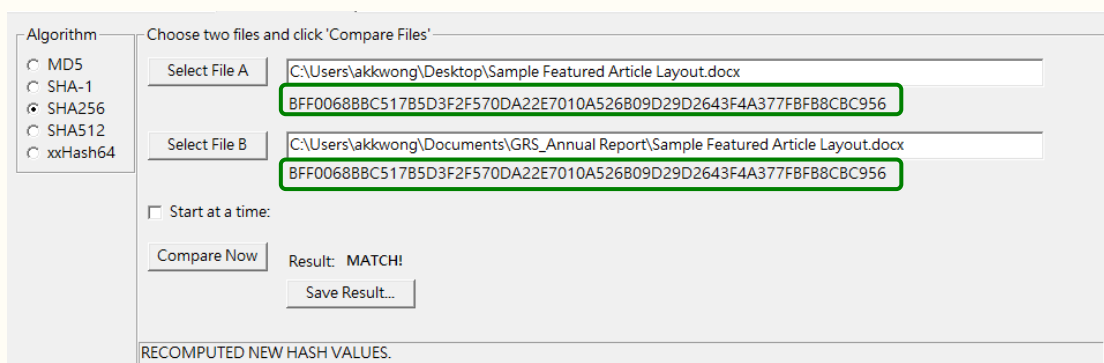


Photo 2: Hash value matches for the same file saved in different locations

Appropriate audit trails would also be written automatically for any preserved records in the digital repository by capturing all the underlying processes as far as possible to maintain reliability. Preservation metadata, as an external metadata, is widely adopted as an international best practice in digital preservation to document the event history and activities done by different users on the records chronologically which allows the reconstruction of previous activities or enables attributes of any changes to be stored together with the records. In addition, the digital repository manages the electronic records through appropriate preservation planning to protect records from technological obsolescence so that users can open and read the records in the future.

GRS put together a dedicated project team to follow through the setting up of the digital repository under a tight project plan (Photo 3). Despite the fact that the COTS software provider was located overseas with different time zone, the project team made every endeavour to conduct web meetings with the overseas counterparts to tackle technical problems interactively for speedy solutions.

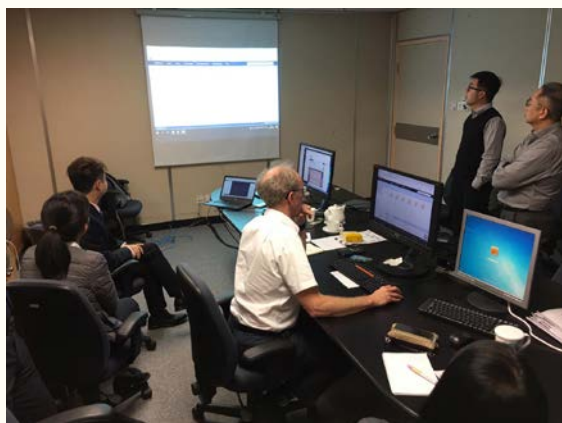


Photo 3: Project team working with the software provider

During the four-day visit of the software provider's technical expert to Hong Kong for the on-site installation, configuration and testing, the project team coordinated with the Central Computer Centre Virtualised Infrastructure (CCCVI)¹⁵ team to ensure a stable environment for the smooth installation work. Despite that some unexpected technical issues were encountered in the process and extra time was spent to resolve them, the system deployment was completed successfully in both testing and production environments just in time before the outbreak of the COVID-19 pandemic in early 2020.

¹⁵ CCCVI was an in-house managed Infrastructure-as-a-Service providing server, storage and network resources for hosting B/Ds' information technology systems in the Office of the Government Chief Information Officer's Central Computer Centre. It would be replaced by the Government Cloud Infrastructure Services in 2021.

Due to the Government's special work arrangement, the project team needed to work from home to continue the post-installation testing on all functions of the digital repository, followed by user acceptance testing (UAT) as well as Security Risk Assessment & Audit (SRAA)¹⁶, and Privacy Impact Assessment (PIA) and Privacy Compliance Audit (PCA)¹⁷. Notwithstanding the constraints, the project team was able to complete all outstanding tasks and meet the tight deadline in a timely manner. It was an exciting day to witness the live-run of the digital repository on 30 June 2020 as scheduled.

Not long after the system launch, the project team needed to prepare for the migration of the digital repository from the CCCVI hosting platform to the new Government Cloud Infrastructure Services (GCIS) hosting platform as well as the installation of a new software version of the digital repository. As no more on-site technical support from the software provider was available at this time, the project team took up the challenge and devised the whole deployment process from scratch to evaluate all features of the new software version and mitigate any risks.

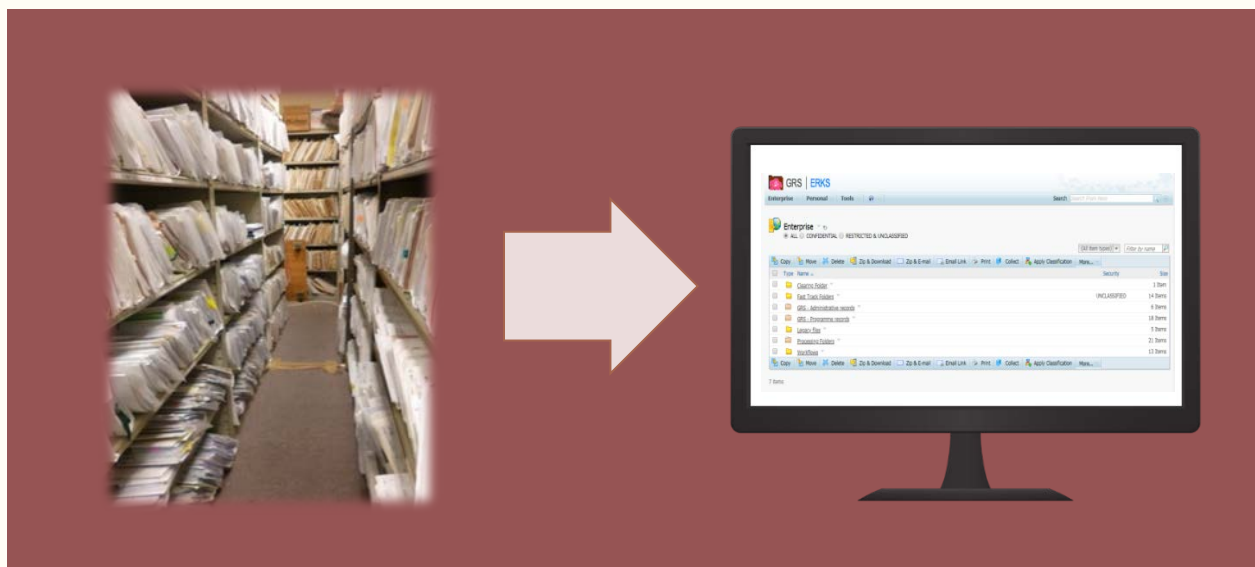
Through the arduous yet rewarding voyage of launching the digital repository, the project team gained valuable knowledge on the new software and hands-on technical skills to tackle future challenges. To address long-term preservation of electronic records, GRS has been concurrently conducting a consultancy study, targeting to complete in 2021, to develop Government-wide policy, strategies and solutions for preserving electronic records in B/Ds as well as archival records in electronic form transferred from B/Ds to GRS for permanent retention. With the implementation of the digital repository, a key step has been set forth to the long-term preservation of electronic archival records in GRS. Pending for the completion of the consultancy study, holistic and comprehensive recommendations basing on international standards and best practices would be available for adoption by GRS and B/Ds in preservation and management of electronic records to ensure such records are authentic, accessible, understandable and usable for future generations.

¹⁶ SRAA service involves evaluating the security risks of the system, then identifying and recommending safeguards with the aim of strengthening the security protection of the system and the related data to an acceptable level; ensuring the security measures and documentation of the system are compliant with all prevailing Government policy, guidelines and security regulations; and conducting a verification check to review the security status of the system and related data to ensure all identified risks have been mitigated or reduced to an acceptable level.

¹⁷ PIA and PCA services identify any data privacy implications/issues of the system and improvement areas including change of business process; ascertain the data privacy protection requirements are met by the system; identify the potential effects that the system may have upon personal data privacy; examine how any detrimental effects upon privacy might be mitigated; assess and ensure compliance of the system with the Personal Data (Privacy) Ordinance (Cap. 486) and other relevant Ordinances, prevailing guidelines and recommendations from the Office of the Privacy Commissioner for Personal Data, and make reference to prevailing industry and international practices; and perform an audit exercise after the recommended measures have been applied to the system.

Preparatory Work for Electronic Recordkeeping System

As announced in the Chief Executive's 2019 Policy Address Supplement, the Government planned to roll out electronic recordkeeping system (ERKS) to all B/Ds by 2025. GRS has been working closely with the Office of the Government Chief Information Officer and the Efficiency Office on the preparatory work for the full rollout, as well as provision of advice and assistance to B/Ds.



One of the major preparatory work for ERKS is to review the records classification schemes (RCSs). A RCS, also known as a file plan, is a plan or list in which records of an organisation are categorised according to its business functions and/or contents of the records. It includes a coding system expressed in symbols (e.g. alphabetical, numerical, alphanumerical, etc.) that correspond to aggregations of records and are affixed to the records so categorised. Owing to the physical constraints of paper-based filing system, sharing of files among different divisions/offices is difficult and therefore each division/office keeps its own set of files. In the context of using an ERKS, sharing of records through concurrent access becomes possible. To maximise the benefits of ERKS, B/Ds should consider consolidating files of the same nature and assigning proper access rights to the appropriate officers. It is therefore necessary for B/Ds to review and refine the existing paper-based RCSs and develop one single departmental RCS for use in the ERKS environment.

To support B/Ds to conduct their review of RCSs prior to the implementation of ERKS, GRS recruited a number of non-civil service contract Executive Service Assistants in 2020 for deployment to B/Ds. They were given two-week intensive in-house training in records management, ERKS and particularly the necessary skills in the review of RCSs. The training also included exercises and mock-up presentation sessions to facilitate them to deliver small group briefings when deployed to B/Ds. The Executive Service Assistants would assist in identifying problems in B/Ds' RCSs, providing necessary advice on RCS review, answering enquiries on records management-related issues, etc.

In 2020, GRS organised seven briefings on planning and overview of ERKS implementation as well as review of RCSs, with a total attendance of 1 530 participants (among them over 600 participants joined the briefings on online platform). In view of the pandemic situation, face-to-face ERKS training sessions were conducted with reduced seats and special seating arrangement to maintain social distancing. We also made use of the latest video conferencing to organise the training sessions in mixed mode, i.e. face-to-face training with simultaneous broadcast through video conferencing platform. As such, we were able to adapt quickly to the “new normal” and switched our face-to-face training sessions to web-based online training.



Records Management Training for Government Officers

GRS may be best known for its leading role in the Government for managing government records as well as preserving and making available archives for public access. In fact, GRS places equal emphasis on supporting B/Ds regarding issues and solutions related to records management through the provision of records management training on various topics to different target groups, e.g. records managers, registry supervisors, registry staff, records users and new recruits.

In 2020, the regular records management training had been substantially affected by the prolonged special work arrangement in the Government. During the entire six months from February to May and from mid-July to mid-September, all the regular training classes had been suspended. Against these odds, apart from further encouraging government officers to acquire records management training via the “i Records Management Training (iRMT)”, which is an online self-learning package available on the Civil Service Training and Development Institute’s platform Cyber Learning Centre Plus, we had also provided live online training courses to sustain our training effort while minimising face-to-face contact. Online training had become an important mode of records management training in 2020 and over 3 200 government officers were trained through this platform in the year. GRS will continue to utilise online means for the provision of training in the future.



Cultivating good records management culture is crucial to the implementation of an effective records management regime in B/Ds and the most effective way to achieve this goal is to start the education on proper records management and instil a sense of responsibility in complying with the mandatory requirements from the very beginning of an officer’s service in the Government. As stipulated in the Chief Executive’s 2019 Policy Address Supplement, the Government would include records management as part of the induction training for newly-recruited government officers in phases and significantly increase the number of training targets on records management from about 4 000 to 10 000 per annum. In 2020, GRS had kick-started a pilot involving nine B/Ds to require their new recruits of selected grades to complete the basic records management training within a period specified by the respective grade managements, normally within six months upon joining the service or before passing out the induction training programmes. Feedback of the pilot B/Ds was very promising and GRS has decided to fully roll out this programme to all B/Ds in 2021.

Despite the COVID-19 pandemic, a total of 6 890 government officers were trained against the target of 7 500 in 2020 (among them over 3 000 were new recruits) with the breakdown tabulated below:

Training Events	No. of Participants
Training courses, seminars and briefings organised by GRS	1 882
Training courses, seminars and briefings organised by B/Ds with GRS’ input	1 818
iRMT	3 190
Total	6 890

Disposal Authority Review Exercise amid the Pandemic



Disposal Authority Review Exercise (the Exercise) is one of GRS' current key initiatives. The Exercise covers a full-scale review on Disposal Authority (DA) of B/Ds with aims to strengthen the role of DA in enhancing the efficiency and effectiveness of records management work, to identify records with archival value for timely transfer to GRS and to prepare B/Ds to address the challenging transformation towards a digital era. In 2020, the COVID-19 pandemic created considerable challenges to the daily operation and delivery of our services. Despite the disruptions, GRS adopted a collaborative and flexible approach to work in close partnership with B/Ds to minimise the adverse effects of the operational constraints in conducting the Exercise.

Going Virtual

Communication with B/Ds is integral to the Exercise. Before the outbreak of COVID-19, GRS hosted face-to-face briefing sessions for B/Ds to explain the purposes and arrangements of the Exercise, and discuss the details of the DAs. To follow various infection preventive and control measures of the Government, GRS made timely adjustments. The briefing materials and useful reference materials with audio explanations were uploaded to the Central Cyber Government Office (CCGO) Portal, so that colleagues could prepare for the Exercise without gathering and attending the briefing sessions in person. GRS also used video conferencing to conduct meetings with B/Ds to exchange ideas and address their enquiries regarding the Exercise and their records management work. Under the Government's special work arrangement, our colleagues were provided with laptop computers with access to government intranets and servers so that the review and appraisal work could continue to be carried out at home, and video and voice conferencing were used for discussion in a virtual setting.

Building Archival Collections through Collaboration

All along, GRS has adopted a collaborative approach to manage DAs of B/Ds. It is no exception for the Exercise. Under the pandemic, GRS still actively sought B/Ds' contribution as records users, and exchanged information with B/Ds to deepen our understanding of the nature, scope, contents and operational requirements of their records. Throughout the appraisal process, GRS approached B/Ds for clarification on records management issues, verification of and follow-up actions regarding B/Ds' returns, and negotiation about reclassification of their DAs. GRS also addressed B/Ds' challenges during this unusual time and requests for extending the submission deadlines of various returns as a result of the Government's special work arrangement and the subsequent clearance of work.

GRS is working together with B/Ds to make pragmatic and effective effort to turn today's records into tomorrow's archives. "Together, We Preserve the Archives!"



Records Centres

Providing Support Services at Unusual Times

GRS operates two Records Centres (RCs) in Tuen Mun, namely Tuen Mun Records Centre (in Tuen Mun Government Storage Centre) and YKK Records Centre (in YKK Commercial Building), which offer centralised and cost-effective intermediate storage service for inactive records, saving B/Ds from using expensive office space and equipment for maintaining such records.



RCs have a storage capacity of 103 000 linear metres and the utilisation rate of RCs in 2020 was over 97%.

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, relative humidity / temperature sensors and dehumidifiers. To maintain a stable environment for storing inactive records, the physical condition is strictly monitored in RCs. PSO conducts analysis of the climatic data gathered from the sensors regularly. If irregularities are observed, remedial actions will be carried out immediately.

In 2020, RCs have achieved 100% of the target in handling retrieval requests from B/Ds, i.e. within three working days for normal requests.

B/Ds may retrieve their inactive records from RCs when needed. Search Rooms are provided for such purpose. As regards disposal of inactive records deposited upon expiry of the retention period, RCs would coordinate the destruction of records with no archival value or transfer of records with archival value to PRO after confirmation with the transferring B/Ds.



In view of the special work arrangement for government employees under the COVID-19 pandemic, RCs were closed intermittently for 4.5 months in 2020. Nevertheless, RCs still processed 282 cases of urgent retrieval of records during the period of service suspension where the records under requisition were made ready for collection by B/Ds as requested. For the remaining 7.5 months in 2020, RCs strove to provide the normal full range of services, despite that for more than five weeks during that period, staff were only returning to work in the office on alternate days so as to follow the social distancing measures.

Management of Government Records

Compliance Monitoring and Continuous Improvements

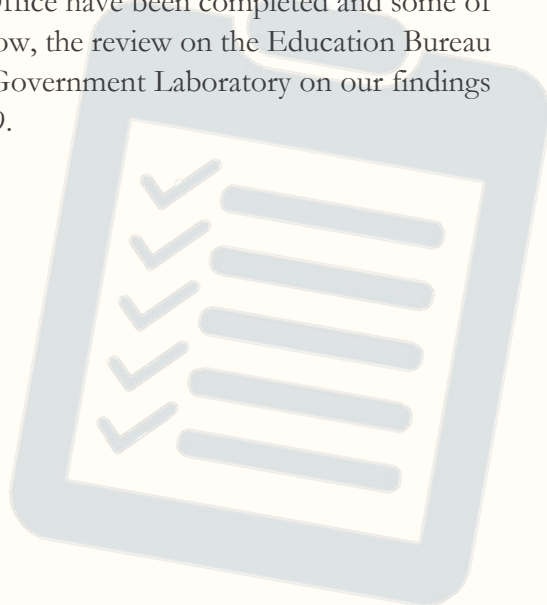
Records are valuable resources of the Government to support evidence-based decision making and to meet operational and regulatory requirements, hence are essential for an open and accountable government. It is therefore incumbent upon Heads of B/Ds to take their unique business and records management needs into account, and accord appropriate priority and resources to establish a proper departmental records management regime. To facilitate B/Ds to achieve this target, apart from providing guidelines and training, GRS conducts compliance monitoring and stands ready to give recommendations on refining their records management system, where appropriate and necessary.

GRS adopts a two-pronged approach to review B/Ds' records management practices, which comprises two components namely the (a) self-assessments by B/Ds and (b) departmental records management reviews conducted by GRS. The self-assessment exercises provide an opportunity for B/Ds to reflect on their compliance with the mandatory requirements and adoption of other practices which GRS has advocated in its circulars and publications. Based on B/Ds' self-assessments, GRS will have a comprehensive and up-to-date picture on how B/Ds are doing, facilitating GRS to refine its records management strategies and identify potential problem areas that GRS should look into in future reviews.

Self-assessments and Departmental Records Management Reviews

In 2020, GRS analysed B/Ds' reports on their self-assessments covering the period from January to December 2019. It was encouraging that more B/Ds had reported full compliance with the mandatory requirements and there was a general improvement as compared to the results of B/Ds' self-assessments for the period from January 2016 to December 2018.

In addition, GRS has been conducting departmental records management reviews (DRMR) for individual B/Ds to complement the self-assessments since 2012. 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 refine their practices. In 2020, GRS conducted two DRMRs on the Official Receiver's Office (which commenced in late 2019) and the Education Bureau respectively. While the inspection and analysis on the Official Receiver's Office have been completed and some of the recommended improvement measures are highlighted below, the review on the Education Bureau is still underway. GRS also maintained close liaison with the Government Laboratory on our findings and recommendations made in our DRMR conducted in 2019.





Improvement measures recommended for the Official Receiver's Office

- make sure business rules are established to cover all business functions, reviewed at least once every two years and re-circulated to all staff concerned at least once every six months;
- review the records classification schemes every two to three years and properly document the review conducted for future reference;
- adopt a systematic and effective records tracking system to properly record file movement, include all essential elements in each record inventory list and conduct random checks regularly on the record inventory lists to ensure their accuracy;
- report any suspected loss/loss of records to GRS immediately in future;
- ensure all programme records are covered by records retention and disposal schedules and review the approved records retention and disposal schedules every five years; and
- designate appropriate officers to take charge of reviewing time-expired records and carry out records disposal to ensure that all such records will be reviewed promptly and at least once every two years.

Apart from the above general monitoring, GRS also keeps a watchful eye on B/Ds regarding the establishment of records retention and disposal schedules and the destruction of government records.

Establishment of Records Retention and Disposal Schedules

Records retention and disposal schedule is a document listing the archival value of records by series or groups and their respective disposal timeframe having regard to the administrative, operational, fiscal, legal requirements and archival value of the records. GRS works with all B/Ds to establish the records retention and disposal schedules for their programme records (i.e. records about the unique functions and activities of each B/D) in order to ensure systematic planning and orderly implementation of records disposal. As at 31 December 2020, the accumulative number of records retention and disposal schedules established by B/Ds was around 14 500.

Destruction of Government Records

In 2020, GRS approved the destruction of around 50 500 linear metres of records. Among these records, many were 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 legislations and regulations.

Achieving Excellence Together

Professional Development and Exchange never Stop

To meet the challenge in the paradigm shift on the concepts and practices of records and archives management, GRS endeavours to create a vibrant, multi-skilled and professional workforce. We recognise the value and importance of providing Continuous Professional Development (CPD) programmes to our staff and establishing closer professional network and partnership with our counterparts, both local and outside Hong Kong. The CPD programmes offer the opportunity for GRS officers to acquire skills and competencies through a variety of ways, such as attending training courses, professional conferences, seminars and duty visits to archives institutions outside Hong Kong, and participation in professional organisations and committees, etc.

Due to the COVID-19 pandemic, all international conferences or seminars and some training courses were postponed or held online in 2020. The disruptions in 2020 could have resulted in disconnection and dissatisfaction in professional contact and training. Instead, the professional institutions and our counterparts have made great effort to maintain the professional exchange and training opportunities in virtual setting.

Highlights in 2020

- International Council on Archives (ICA) has developed a digital map to tell people all over the world that archives continue to be accessible even though the physical buildings were closed temporarily during the pandemic. Being a member of ICA, GRS contributed to this initiative promptly by sharing information about our online exhibitions, digital catalogue, specific digital collections, etc.
<https://www.ica.org/en/what-archive/archives-are-accessible-search-the-map>
- Being an Executive Board Member of the East Asian Regional Branch of the International Council on Archives (EASTICA), GRS continued to participate actively in the planning of the business and upcoming seminar of the EASTICA via electronic messaging. Though the EASTICA 2020 Seminar was postponed, the professional exchange and commitment to the archives profession did not come to a halt. A brand new EASTICA website with rich resources was launched in 2020.
<http://www.eastica.net/home/main.php>
- There has been an increasing demand for training and advice on archives administration and establishing its own archives from the local community. In collaboration with the Hong Kong Archives Society, an Archivist of GRS delivered a live experience sharing session on “How to develop a school archives” during the 2020 International Archives Week. This session touched on the know-how to establish a school archives, e.g. acquisition policy, arrangement and description, access, staffing and training, in a pragmatic manner, which was well received by the audience.
<https://m.facebook.com/HKArchivesSociety/videos/905962646513748/>
- GRS officers attended online courses and conference on web archiving, encoding standard, appraisal, standard for digital archives, organising family archives, and digital preservation provided by recognised professional institutions such as ICA, Australian Society of Archivists, Society of American Archivists and National Digital Stewardship Alliance.



Exhibition of “Folk Festivals in Those Days...”
at the Exhibition Hall of HKPRB

Part II

Year at a Glance

Performance Pledges in 2020

Achievement: 100%
Target: 95%



To make archival records available to users in the Search Room within 60 minutes.

Achievement: 100%
Target: 95%



To make library items available to users in the Search Room within 30 minutes.

Achievement: 100%
Target: 95%



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.

Achievement: 100%
Target: 95%



To process an application for group visit to PRO within four working days.

Achievement: 100%
Target: 95%



To make records stored in Records Centres available to B/Ds within three working days.

Achievement: 100%
Target: 95%



To determine and advise on matters relating to microfilming requests within three working days.

Achievement: 100%
Target: 98%



To achieve an acceptance rate of 98% for Government Microfilm Centre's products.

Performance Indicators in 2020



Note 1: Due to the cancellation of training events under the COVID-19 pandemic and the reduced class size as a result of the social distancing measures, the number of trainees in 2020 was lower than the target.

Note 2: Due to the COVID-19 pandemic and consequential suspension of the microfilming service at the Government Microfilm Centre, the number of images microfilmed in 2020 was lower than the target.

Note 3: Due to the COVID-19 pandemic and consequential adjustment of the Search Room and public programme services of PRO, the number of visitors in 2020 was lower than the target.

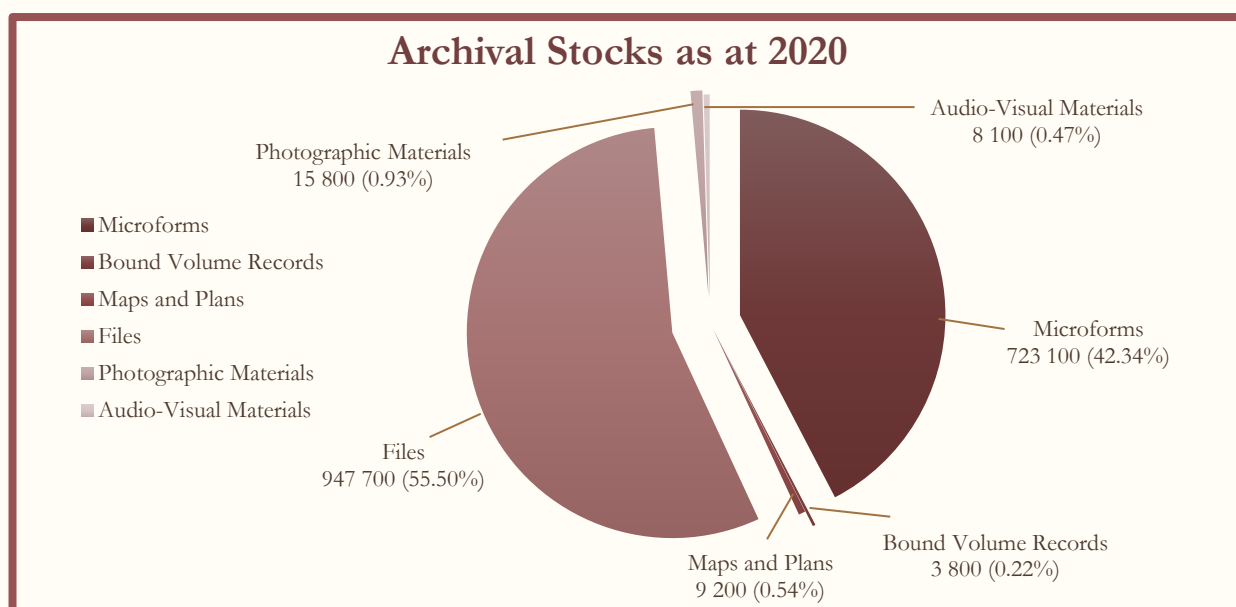
Key Statistics

Archival Management

Archival Stocks

PRO has 2 637 Hong Kong Record Series and 242 Hong Kong Manuscript Series. They were transferred from government B/Ds, offices or agencies, public organisations, private institutions and individuals, and accessioned by PRO, adding up to about 23 026 linear metres (1 707 700 nos.). The breakdown is as follows:

- Approximately 22 670 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.



Access Requests

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. In 2020, there were 1 853 access requests for open records and 110 access requests for closed records. The results are tabulated below:

Nature of Requests	Number of Requests	Access Granted in Full	Access Granted in Part	Access Denied	Directed to Use B/Ds' Service	Withdrawn by Applicant
Open Records	1 853	1 853 (100%)	N/A	N/A	N/A	N/A
Closed Records	110	74 (67.3%)	32 (29.1%)	0 (0%)	4 Note (3.6%)	0 (0%)

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

Central Preservation Library for Government Publications

Central Preservation Library 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. Many of them have been digitised for convenient access in our Online Catalogue @PRO. As at 31 December 2020, 45 489 government publications have been preserved in our Central Preservation Library.

Educational Resources Portal

To provide convenient access to our records, GRS has prepared different kinds of online resources, including dozens of online exhibitions and digital albums, 55 Topical Guides, various thematic web pages, etc. In 2020, two new Topical Guides, entitled “Population” and “Public Light Bus”, 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 “Agricultural Carnival in 1993”, “Aldrich Bay 1974 – 1977”, “Health Display in 1963” and “Queen Elizabeth Hospital in the 1960s”.

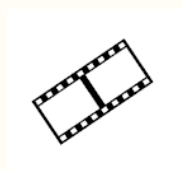


Four digital photo albums uploaded to the Educational Resources Portal in 2020

Preservation and Conservation

Conservation Treatments

The number of archival and library items subjected to conservation treatments in 2020 was 41 104 sheets of document from 343 files and 6 volumes of books. In the year, a special team of practitioners had been appointed to carry out those treatments in the hope of providing ample supply of conserved documents for digitisation without delay. Most of them underwent minor treatments to revive their integrity and clarity prior to image capturing. However, some of them suffered from severe damages, hence required major structural restorations like re-binding the books and providing additional support to the oversized documents. In 2020, the following items were preserved and conserved:



61 476 frames of image were microfilmed



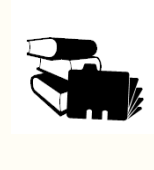
2 506 items of archival records were assessed



6 976 items of general and classified records were inspected



16.5 linear metres of archives with risk of pest infestation were fumigated



41 104 sheets of document and **6** volumes of books were conserved

Mass Digitisation Project

In this technological era, there was a great demand for digital formats of our records in view of their wider and better circulation on electronic platform for easier public access. GRS has continued to uphold a steady digital output of our archival holdings despite intermittent suspension of operation due to the COVID-19 pandemic. In 2020, GRS managed to produce 337 518 digital images from digitising selected archival items, scanning microfilm collection items, oversized maps and architectural plans, which were comparable to the figures of last year, and brought the total number of our digital images to over 2.8 million.



Reaching Out



12 June

PRO staged the thematic exhibition “Folk Festival in Those Days...” together with the public engagement programme “Festival@Community”. At the same time, PRO launched its Facebook page to share its holdings and news with members of the public and to interact with the wider community.

13 and 14 June

The theme of the 2020 International Archives Week was “Empowering Knowledge Societies”. In view of the latest epidemic situation, GRS participated in the online live sharing sessions entitled “Preservation and Promotion of School Archives” and “Tracing the Anti-epidemic Story” which were jointly organised by the Hong Kong Archives Society and GRS. A total of 3 247 persons viewed the online sharing sessions.



19 June to 12 July

PRO staged a roving exhibition at the Sam Tung Uk Museum in Tsuen Wan. (The roving exhibition was originally scheduled for display until 7 September. It was closed since 13 July due to the COVID-19 pandemic.) A bun-scrambling interactive game was specially designed for this roving exhibition. A total of 1 582 persons viewed the roving exhibition.



13 July

Representatives from the Federation of Hong Kong Chiu Chow Community Organizations and the Tung Tau Estate Yu Lan Sing Association Limited, which were among the supporting organisations of the thematic exhibition “Folk Festival in Those Days...”, visited GRS. The representatives toured around the Exhibition Hall and we shared the highlights of holdings and services of PRO with the representatives.

14 and 22 October

PRO organised online workshops for students of the Education University of Hong Kong with a view to reaching out to more potential users.



12 December

Mr Anven WU Yim-chung from the Federation of Hong Kong Chiu Chow Community Organizations and PRO staff delivered an online talk entitled “Archived Stories of Festivals in Districts”, heightening appreciation of the inheritance and evolution of the traditional festivals as intangible cultural heritage.

檔案裡的地區節慶
Archived Stories of Festivals in Districts

日期：2020年12月12日（星期六）
時間：下午二時三十分

講者：
 譚炎松先生
 香港賽馬會社區文化服務處文化工作發展組組長
 香港中文大學中國語言及文學系教授
 許耀雄先生
 政府檔案處副處長（文化遺產組）
 區秀明女士
 政府檔案處副處長（文化遺產組）

語言：粵語

Date: 12 December 2020 (Saturday)
Time: 2:30 p.m.

Speakers:
 Mr. TAN Yee-sung, Anson
 He is Chairman of the Cultural Heritage Group of the Federation of Hong Kong Chiu Chow Community Organizations, Professor of Chinese Language and Literature of the Chinese University of Hong Kong.
 Mr. WU Yim-chung, Anwen
 He is Vice President of the Federation of Hong Kong Chiu Chow Community Organizations.
 Ms. WUEN Yiu-ming, Emily
 She is Assistant Secretary (Cultural Heritage) of the Government Records Service.

Language: Cantonese

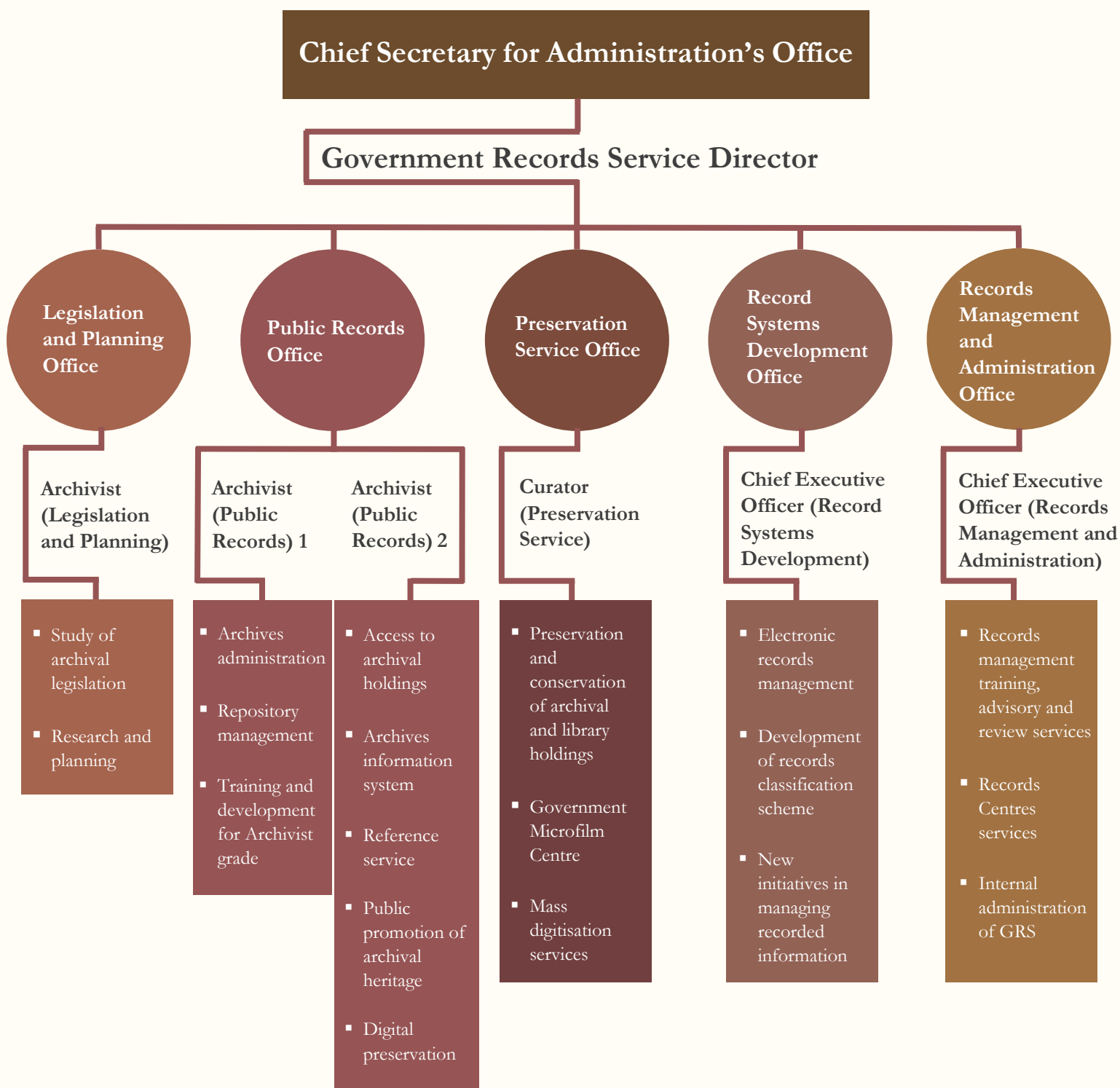


Feature Wall at the lobby of HKPRB

Part III

About GRS

Our Organisational Structure



Our Staff

As at 31 December 2020, GRS has a total of 120 staff members. They are from different Civil Service grades, working together for the betterment of records and archives management in the Government.



Our Facilities



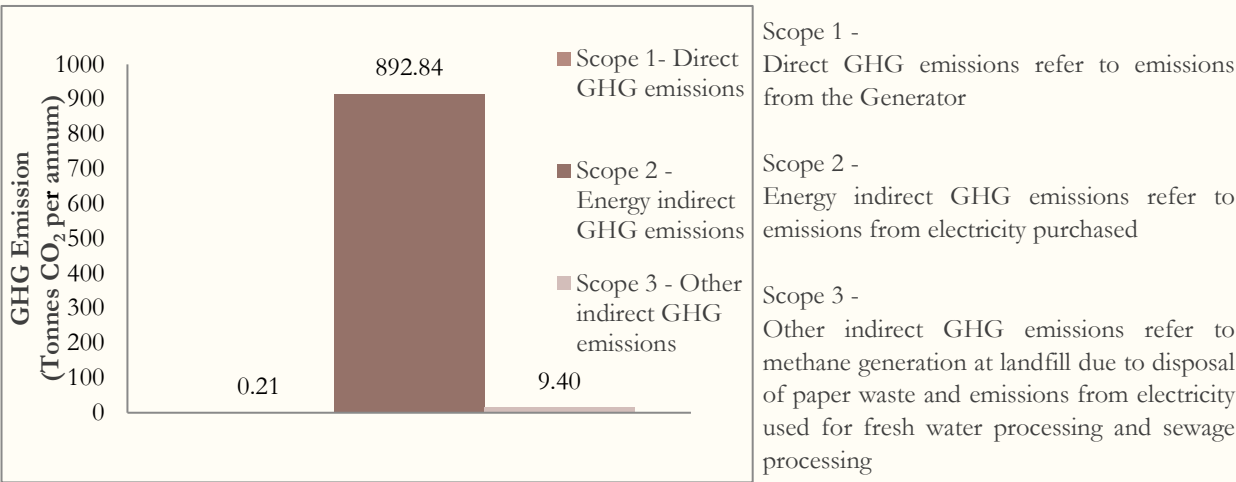
Environmental Report

Go Green

GRS is committed to ensuring that its operations are conducted, through the optimum use of resources and energy, in an environmentally conscious and responsible manner. “Go green!” is one of the core values of GRS and we are committed to be environmentally conscious through developing and promoting Electronic Records Management in the Government and public organisations.

Energy and Carbon Management

A paper approach carbon audit exercise was conducted to assess the greenhouse gas (GHG) emissions of HKPRB in 2020. The audit results are as follows:



The above diagram shows that the major carbon emission source in HKPRB is consumption of electricity. While the energy indirect GHG emissions as compared with the result in 2019 were slightly increased by 1.6%, the increase rate was reduced from 1.8% in 2019 to 1.6% in 2020, and other indirect GHG emissions were decreased by 12.1% from 2019 to 2020. GRS has engaged the Electrical and Mechanical Services Department to explore ways to further reduce the energy indirect GHG emissions from HKPRB in the coming years.

Way Forward

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

Abbreviation

B/Ds	Government bureaux / departments
CCCVI	Central Computer Centre Virtualised Infrastructure
CCGO	Central Cyber Government Office
CFPA	Council for the Performing Arts
COTS	Commercial-off-the-shelf
CPD	Continuous Professional Development
DA	Disposal Authority
DRMR	Departmental Records Management Review
EASTICA	East Asian Regional Branch of the International Council on Archives
ERKS	Electronic Recordkeeping System
FADGI	Federal Agencies Digital Guidelines Initiative
GCIS	Government Cloud Infrastructure Services
GHG	Greenhouse Gas
GRS	Government Records Service
HKPRB	Hong Kong Public Records Building
iRMT	i Records Management Training
ICA	International Council on Archives
OAIS	Open Archival Information System
PCA	Privacy Compliance Audit
PIA	Privacy Impact Assessment
PRO	Public Records Office
PSO	Preservation Service Office
RC	Records Centre
RCS	Records Classification Scheme
SRAA	Security Risk Assessment & Audit
UAT	User Acceptance Testing

