

Guidance Notes on Dissemination of Information about Disposal of Records of Bureaux/Departments (B/Ds)

1. INTRODUCTION

- 1.1 In March 2014, The Ombudsman recommended in his Direct Investigation Report on Public Records Management in Hong Kong, *inter alia*, that –

Pending legislation, the Government should ... “*regularly disseminate information about the disposal of records of B/Ds so as to facilitate public understanding and enable public scrutiny of the B/Ds’ disposal (in particular, destruction) of records*”. (Paragraph 9.4 (10))

- 1.2 To enhance accountability and transparency, the Government has decided that the information of records approved for destruction in all B/Ds will be published on a calendar year basis, capturing the position of 31 December, through the website of Government Records Service (GRS).

2. INFORMATION TO BE PUBLISHED

- 2.1 The information will include –

- (i) **Quantity of records** (in terms of linear metres) approved for destruction by GRS with a breakdown of the figures into administrative and programme records; and
- (ii) **Descriptions** of the categories of records concerned.

- 2.2 A sample is at **Annex I**.

- 2.3 The destruction figures should cover all records which **have been approved for destruction in a calendar year**, including paper records which were –

- (i) kept by B/Ds;
- (ii) deposited in the Records Centre of GRS; and
- (iii) approved for destruction after appraisal by the Public Records Office of GRS.

2.4 To ensure the accuracy of the information published, GRS will provide the destruction figures under para 2.1(i) by end of January of the following year for B/Ds' reference. If B/Ds have any queries on any of the figures, they should contact GRS for clarification.

3. DESCRIPTIONS OF RECORDS

3.1 B/Ds will prepare the descriptions of the categories of records concerned.

3.2 B/Ds should ensure that the descriptions will not contain any sensitive or classified information, security classification, personal data or third-party information the disclosure of which may cause misinterpretation/misunderstanding to the public or violate the Personal Data (Privacy) Ordinance. Besides, the descriptions should cover the general subject or nature of categories of records concerned at large rather than the titles or subject matters of individual files.

3.3 For **administrative records**, B/Ds may follow the six schedules of GRS' Records Management Publication No. 4 – General Administrative Records Disposal Schedules when preparing the description of the categories of the records destructed. The six schedules are:

- Schedule 1 – Administration
- Schedule 2 – Accommodation and Facilities
- Schedule 3 – Procurement and Supplies
- Schedule 4 – Finance and Accounting
- Schedule 5 – Human Resources
- Schedule 6 – Management of Information, Information Services and Information Technology

- 3.4 For **programme records**, B/Ds may decide as to how the categories of records destroyed should be described having regard to the principles at para 3.2. They are encouraged to make reference to the **Records Series Title** of the records concerned according to the respective Records Retention and Disposal Authority.
- 3.5 In case the Records Series Title of the programme records contains sensitive information such as those mentioned in para 3.2 and a more generalised description is considered appropriate, B/Ds may make reference to their Controlling Officer's Reports and adapt the Programme Areas and Brief Descriptions thereof for preparing the description.
- 3.6 The descriptions of records approved for destruction should be **endorsed by the directorate officer overseeing records management** of the respective B/Ds before submission to GRS for publishing.
- 3.7 **GRS will conduct simple checking of the descriptions provided by B/Ds (such as checking typos). It remains the responsibility of the respective B/Ds to ensure the correctness of the descriptions against individual B/Ds' lists of records approved for destruction.**

4. TIMEFRAME FOR THE DISSEMINATION OF DESTRUCTION INFORMATION

B/Ds should provide the descriptions and breakdown of records approved for destruction by end of February of the following year. GRS will publish the information by April of that year.

5. PLATFORM FOR DISSEMINATION

- 5.1 The destruction information will be posted on GRS' website (www.grs.gov.hk).
- 5.2 The layout of the webpage is at **Annex II**.

6. PUBLIC ENQUIRIES

- 6.1 B/Ds should take into account the above guidelines when preparing the descriptions of the records approved for destruction. B/Ds as the records owners are accountable for their records destruction and be responsible for answering enquiries about their own destruction information.
- 6.2 In case of enquiries on the government policy or any service-wide matters regarding records management, B/Ds should consult GRS.

7. ENQUIRIES

7.1 For further enquiries, please contact -

- (a) On general issues
Senior Executive Officer (Records Management)¹
(Tel. no.: 2195 7789)
- (b) On destruction matters
Senior Executive Officer (Records Management)²
(Tel. no.: 2460 3760)


Government Records Service
January 2020

Records Destruction Information of XXX Department in /Year/






<i>Records Type</i>	<i>Quantity of paper records approved for destruction</i>	<i>Contents / Subject Matters</i>
<i>Administrative Records</i>	<i>15.02 lm</i>	<ul style="list-style-type: none">• <i>Administration</i>• <i>Accommodation and Facilities</i>• <i>Procurement and Supplies</i>• <i>Finance and Accounting</i>• <i>Human Resources</i>• <i>Management of Information, Information Services and Information Technology</i>
<i>Programme Records</i>	<i>50.12 lm</i>	<ul style="list-style-type: none">• <i>Application forms for use of XXX venue</i>• <i>Application forms for XXX services</i>• <i>Computer printouts relating to applications for use of XXX venue</i>• <i>Files relating to committees and meetings on XXX licensing matters</i>• <i>Files relating to public campaign within XXX venue</i>• <i>Files relating to surveys on XXX services</i>• <i>Routine subject files relating to XXX services</i>• <i>Records relating to appeal board</i>• <i>Records relating to complaints and appeals on the use of XXX services</i>• <i>Records relating to public services of XXX Centre</i>• <i>Records relating to venue management</i>
<i>Total</i>	<i>65.14 lm</i>	

For enquiries concerning the above destruction information, please approach XXX Department at xxx@xxx.gov.hk.

Layout of the Webpage for Public Access to the Destruction Information


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Destruction of records in the Government

To enhance accountability and transparency, the information of records approved for destruction in all bureaux and departments (B/Ds) in the previous year will be published on an annual basis from 2016 onwards.

Approval Procedures

B/Ds are required to dispose of time-expired records at least once every two years. All requests for destruction of records are processed in accordance with the requirements set out in the corresponding records retention and disposal schedules. The decision as to whether records are of no archival value or having potential archival value has been made a few years back when the relevant disposal schedules were drawn up. For time-expired records having no archival value, GRS Director's approval would be given prior to their physical destruction. For those having potential archival value, they would be appraised again by the Public Records Office of GRS and only those confirmed to be of no archival value would be approved by GRS Director for destruction.

Two Broad Categories

Records can be broadly grouped into two main types :


1. Administrative records are records created or received during the course of day-to-day administrative activities that deal with finance, accommodation, procurement and supply, establishment, personnel and other general administrative activities.
2. Programme records are 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 Destruction Information of B/Ds

Please click the following links to access the records destruction information :

- 2018
- 2017
- 2016
- 2015


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Records Destruction Information in 2018

(For enquiries concerning the destruction information, please approach the bureaux/departments concerned.)

Bureau / Department	
Agriculture, Fisheries & Conservation Department	
Architectural Services Department	
BBC Department	N
Chief Secretary for Administration's Office	
EEE Department	N
...	
Working Family and Student Financial Assistance Agency	

Note:

N - No records destruction approved in the year.