

## **Guidelines for Transferring Records to Public Records Office (PRO) of Government Records Service (GRS) for Permanent Retention**

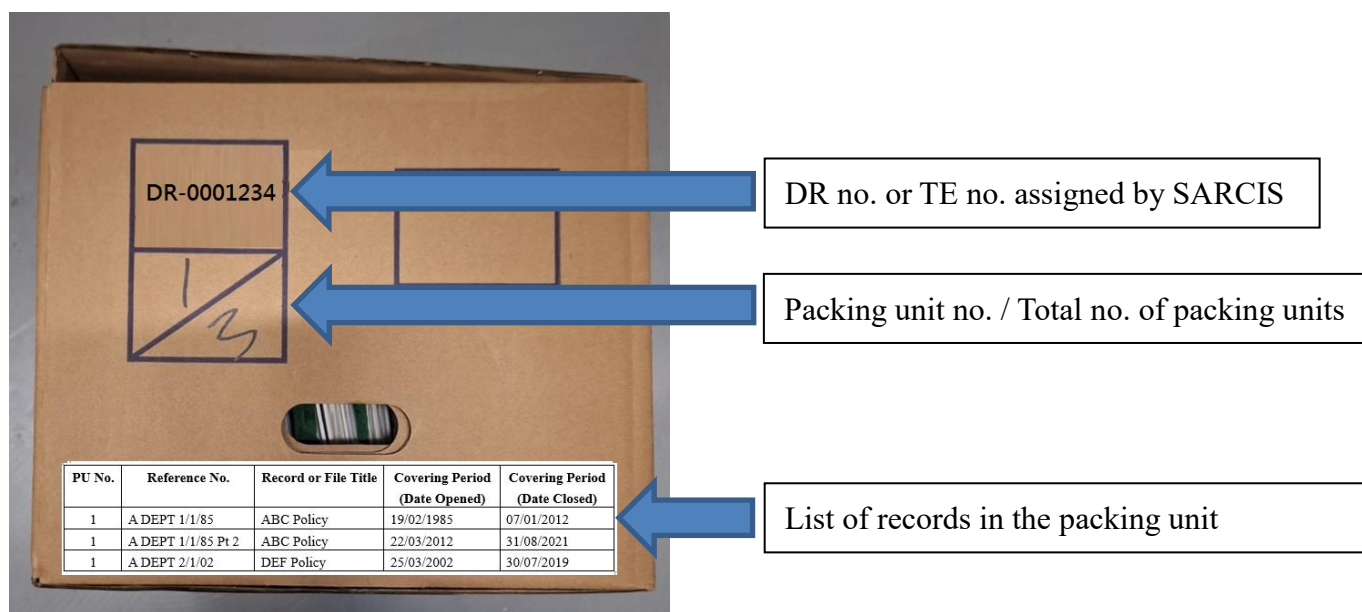
### ***A. Purpose***

These guidelines set out the requirements for bureaux/departments (B/Ds) in preparing the transfer of records to PRO of GRS for **permanent retention** according to the Retention and Disposal Authorities (i.e. Disposal Action “PP”) approved by GRS Director. B/Ds should adhere strictly to these guidelines. If the guidelines are not followed, **GRS may refuse to accept the records and return them to the B/Ds concerned for repacking.**

### ***B. Points to note***

- (1) **Transfer request** – Upon receipt B/Ds’ transfer request of archival records to GRS for permanent retention through SARCIS, PRO will contact B/Ds for transfer arrangement. To ensure that only records with archival value are accepted and preserved, PRO may require B/Ds to provide supplementary information, such as records inventory and record samples, for screening and verifying the records pending transfer as archival records.
- (2) **Security Classification** – Unclassified and classified records must be packed separately.
- (3) **Enclosure** – All records must be enclosed by envelope(s) or wrapping paper(s). The enclosed records should be further tied in bundle(s) if necessary.
- (4) **Carton box** – If the records to be transferred are over 30 cm in total thickness, they must be contained in carton box(es). **The size of each box must not be larger than 38 cm (L) x 30 cm (W) x 25 cm (H).** Please note that carton boxes or packing materials will **not** be provided by GRS. B/Ds may order standard carton boxes through the contract supplier of the Records Centres of GRS. For supply of carton boxes and ordering details/procedures, please visit [https://grs.host.ccgo.hksarg/service\\_storage.html](https://grs.host.ccgo.hksarg/service_storage.html) and click “Records Transfer Procedures” → “Related documents” → “Ordering Details of Standard Carton Boxes for Transferring Inactive Records to the Records Centres”.
- (5) **Spacing inside the box** – The boxes should be filled about 80% leaving a free space of 1 to 2 cm for retrieving the records in the box.
- (6) **Odd size records** – For odd size records that do not fit in the specified box, B/Ds should wrap them individually with wrapping paper(s). If the records are fragile or deteriorated, B/Ds should consult PRO before packing.

- (7) **Necessary markings on each “packing unit”** – Each envelope/bundle/box (referred as “packing unit” hereafter) must have the following markings on its outside surface:



- (8) **Ordering of the records** – The sequential order of the records inside the packing unit(s) should follow the original order in the file list attached to PRO’s ememo/email.

(9) **Listing of the records**

- (i) B/Ds should prepare a preliminary Records Transfer List (RTL) showing the packing unit number (PU No.) of each record. A sample of the list is provided in **Part C**.
- (ii) A soft copy of the list should be sent to PRO’s designated email account (i.e. Records Disposal PRO/GRS/HKSARG or [records\\_disposal\\_pro@grs.gov.hk](mailto:records_disposal_pro@grs.gov.hk)) in advance to confirm the delivery time (see (10) below). Meanwhile, a hard copy of the list should be attached to a covering memo which is to be provided together with the records in question when the records are transferred to PRO.

(10) **Delivery of records**

- (i) **B/Ds should contact PRO at 2195-7712 to confirm the records transfer arrangement in advance prior actual delivery. Record(s) delivered without a confirmed schedule will be immediately rejected.**
- (ii) B/Ds should deliver the records for permanent retention to PRO at the following address unless otherwise directed:

Public Records Office,  
3/F, Hong Kong Public Records Building,  
13 Tsui Ping Road,  
Kwun Tong,  
Kowloon.

(iii) B/Ds are responsible for providing manual labour to place the records in question onto appropriate racks assigned by PRO staff.

(iv) Upon delivery, PRO will arrange necessary inspection, checking and accessioning. A final RTL will be provided to the transferring B/Ds in due course. If necessary, acknowledgement of receipt of the records by PRO (say, by Despatch Schedule (GF121)) will be arranged as soon as practicable. Please note that the acknowledgement only confirms that PRO has received a batch of records from the transferring B/Ds. PRO will check the records against the preliminary RTL and will contact the transferring B/Ds as soon as possible if any discrepancy is found.

(11) **Security requirements** – Relevant requirements as set out in the **Security Regulations** should be observed in packing and delivering the classified records to PRO.

(12) **Enquiries** – For enquiry, please call 2195-7712 or 2195-7828; or send an email to Records Disposal PRO/GRS/HKSARG or [records\\_disposal\\_pro@grs.gov.hk](mailto:records_disposal_pro@grs.gov.hk).

### ***C. Sample of Records Transfer List***

✓ Records Transfer List with Descriptive “Record or File Titles” (ACCEPTABLE)

<b>PU No.</b>	<b>Reference No.</b>	<b>Record or File Title</b>	<b>Covering Period (Date Opened)</b>	<b>Covering Period (Date Closed)</b>
1	A DEPT 1/1/85	ABC Policy	19/02/1985	07/01/2012
1	A DEPT 1/1/85 Pt 2	ABC Policy	22/03/2012	31/08/2021
1	A DEPT 2/1/02	DEF Policy	25/03/2002	30/07/2019
2	A DEPT 11/7/1	JKL Committee – Minutes of Meetings	01/05/1994	01/11/1998
2	A DEPT 11/7/2	JKL Committee – Papers	19/04/1994	06/05/2004
2	A DEPT 19/1	GHI Project	12/03/1996	29/10/2004

✗ Records Transfer List Missing Descriptive “Record or File Titles” (NOT ACCEPTABLE)

<b>PU No.</b>	<b>Reference No.</b>	<b>Record or File Title</b>	<b>Covering Period (Date Opened)</b>	<b>Covering Period (Date Closed)</b>
1	A DEPT 1/1/85	001	19/02/1985	07/01/2012
1	A DEPT 1/1/85 Pt 2	002	22/03/2012	31/08/2021
1	A DEPT 2/1/02	003	25/03/2002	30/07/2019
2	A DEPT 11/7/1	004	01/05/1994	01/11/1998
2	A DEPT 11/7/2	005	19/04/1994	06/05/2004
2	A DEPT 19/1	006	12/03/1996	29/10/2004