Subject Filing
FOREWORD

Objectives of this Manual

Subject files are records which document a B/D’s administrative and programme functions or activities not specifically related to a particular case or project. Within these records, there are numerous documents valuable for decision makers of today, and researchers of tomorrow.

It is the duty and responsibility of records management personnel to plan a management system for these records so as to permit efficient retrieval and use of them.

Management of “Subject Files” is known to be the most critical and pervasive task for all records and information managers. This manual was first published in 1994 to give an intensive treatment of this management issue and provide some practical guidelines on developing a filing and classification plan for this type of records.

The Government Records Service (GRS) is committed to regularly conduct reviews on the government records management policies, guidelines and publications to ensure that they are comprehensive and up-to-date. We take this opportunity to promulgate an updated version of this publication for reference by B/Ds. Specifically, all terms and names used in this publication have been aligned with those promulgated in GRS’ Records Management Publication No. 4 - General Administrative Records Disposal Schedules (GARDS). For ease of reference, a summary of the primary terms of the Standard Classification Scheme for Administrative Records listed under the Subject List of this manual is provided at Appendix 2. A Chinese translation of the subject terms of the Standard Classification Scheme for Administrative Records is provided at Appendix 3.

Further Enquiries

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CHAPTER 1  SUBJECT FILING: AN OVERVIEW

WHAT ARE “SUBJECT FILES”?  

1.1 Subject files are records which document a B/D’s administrative (housekeeping) and programme (operational) activities not specifically related to a particular case, person or project. These records contain information on policies, procedures, and general administrative matters rather than information concerning a specific case, person or organisation.

1.2 Records of this type filed by subject content are known as “Correspondence files”, “General correspondence files” or simply “Subject files”.

SUBJECT FILES AS DISTINCT FROM CASE FILES  

1.3 It is a good records management practice to distinguish high-volume case files from low-volume subject files, and separate them for filing and keeping. Intermingling of these records makes information retrieval difficult.

1.4 The distinction between subject files and case files given in GRS’ Records Management Publication No. 2 - Managing Active Records: File Management is recapped here for easy reference. Subject files contain records on a given subject, which may be policy or routine correspondence (e.g. licensing policy, licence applications), rather than a particular case, person or organisation. They may require relatively complicated classification schemes because they contain diverse information and records users may request them by different filing features. Case files contain records on a specific event, project, person, organisation, location or case. They are usually arranged by a single filing feature. For example, personnel related files are arranged alphabetically by name, while project files are normally arranged numerically by project number or alphabetically by project name.

WHAT IS FILING?  

1.5 Filing is a process of placing records in the appropriate location and order within a filing system. Detailed discussion on this process is provided in Chapter 4 of GRS’ Records Management Publication No. 2 - Managing Active Records: File Management. Registry staff are advised to go through this chapter before going on further.

1.6 One of the main purposes of any filing scheme (or file plan) is to facilitate organisation of related papers/materials and continuous documentation of activities, as well as to make information retrieval faster and easier. A good filing scheme or file plan can also facilitate suitable distribution of files and segregation of management responsibility, access control, protection of records of security classification and vital records and, last but not least, records disposal.

1.7 Depending on the nature of records, filing schemes range from simple to complex. Some records, such as case files, can be arranged by a single filing feature. Other records may require relatively complicated filing schemes because they contain diverse information and records users may request them by different filing features. Subject files fall into this category.
WHAT IS FILING BY SUBJECT?

1.8 Subject filing is a process of arranging and filing records according to their content or subject matters concerned. The purpose is to bring together all records on the same subject which enhances file integrity and completeness, and facilitates information retrieval and use. Subject filing is suitable for correspondence, reports, clippings, catalogues, research data, development plans, etc. as long as a topical arrangement is considered a logical and necessary way to classify information.

SUBJECT FILING PROCESS

1.9 Normally, filing records received/generated by subject or information content involves the following steps:

(a) Read and understand content of the item received/generated;

(b) Translate the subject content of the item into subject term(s) or vocabulary reflecting the subject matter of the item;

(c) Check the records inventory to determine if file of the subject concerned has or has not been opened;

(d) If it is a new subject, open a new file;

(e) Name or assign a title to the new file according to the naming rules;

(f) Allot a file reference to the new file according to the coding rules;

(g) Place the item into the file in reverse chronological order;

(h) Store the file systematically, with the storage sequence usually based on the file reference, in a designated place; and

(i) Pass it on to action officer concerned if necessary.

PROBLEMS ENCOUNTERED IN SUBJECT FILING

1.10 Subject filing is always a challenge. To classify and file records correctly, registry staff should have a good understanding of the subject matter of the documents concerned. Misreading of the subject will jeopardise proper filing and subsequently affect information retrieval.

1.11 When it comes to translating the subject matter of documents into specific subject terms or vocabulary, human preference or error may create problems. If information retrieval is to be achieved efficiently and effectively, the terms used by records users must match those of registry staff who classify documents and name files in the first place.
1.12 If someone asks for documents about medals or citations received by staff, and they are in a file called “Awards and Honours”, unless people are aware of this term being used or are aided by indexing and cross-indexing systems, there will be difficulties in retrieving the required records.

1.13 Because of personal preference over the choice of words or diverse approach in handling synonyms, different registry staff may file the above documents differently. In the absence of a well-documented, systematic and standardised records classification scheme, documents on closely related subjects may be scattered in different files, thus increasing the cost of operation. (In many modern records management systems, this problem has largely been solved by introducing the measure of “controlled vocabulary” in the file naming or titling process.)

THE NEED TO IMPROVE EXISTING SUBJECT FILING SYSTEMS

1.14 Usually the need to revise and improve a B/D’s subject filing system is evident if the following symptoms exist:

(a) Illogical and obsolete subject categories in the file plan;

(b) Excessive misfilings;

(c) Scattering of records on closely related subjects in different files;

(d) High cost of files operations;

(e) Poor communication between those who file records (registry staff) and those who use the records (records users); and

(f) Inconsistent naming convention and use of technical jargon, non-standard abbreviations, or ambiguous or meaningless terms in naming files.

THE NEED FOR A SUBJECT FILES CLASSIFICATION SCHEME

1.15 One of the solutions to the above problems is to develop and implement a “subject files classification scheme”. In fact, the basic premise of this publication is that to achieve efficient and effective retrieval of information, a standardised, properly developed and well-documented records classification scheme is imperative.

1.16 The succeeding chapters discuss what a subject files classification scheme is about. We will also suggest some guidelines for the development of such a scheme.
CHAPTER 2 DEVELOPING A SUBJECT FILES CLASSIFICATION SCHEME

ADMINISTRATIVE AND PROGRAMME SUBJECT FILES CLASSIFICATION SCHEMES

2.1 Before a subject files classification scheme is developed, records management personnel should distinguish between administrative records and programme records.

What Are Administrative Records?

2.2 Administrative records are records of housekeeping nature relating to administration, accommodation and facilities, procurement and supplies, finance and accounting, human resources, and management of information, information services and information technology that are common to all B/Ds. They are internally focused, mainly concerned with programmes or services to people who are within each B/D.

What Are Programme Records?

2.3 Programme records are functional records created or received by a B/D whilst carrying out the functions, activities or mission for which it was established. They are characterised by their unique nature with regard to the programme activities of each B/D. In most cases, only one B/D will have a mandate to perform a particular operational function.

Separate Schemes for the Two Types of Records

2.4 In planning and developing subject classification schemes, registry staff should separate administrative records from programme records.

STANDARD CLASSIFICATION SCHEME FOR ADMINISTRATIVE RECORDS

2.5 Administrative records are similar throughout B/Ds. Classification scheme for this type of records is therefore similar and could be shared for use.

2.6 To foster consistency in records classification, GRS has developed a Standard Classification Scheme for Administrative Records (this Scheme) which describes different categories of government housekeeping records and presents a records classification framework for easy addition and revision if necessary. B/Ds are required to make use of this Scheme as adopting a common and standardised approach in records classification will be beneficial to inter and intra departmental coordination, information exchange and technical networking.

2.7 Full text of this Scheme is attached at Appendix 1. Details with regard to its organisation, structure and use are given in Chapter 3 of this publication.
SUBJECT FILES CLASSIFICATION SCHEME FOR PROGRAMME RECORDS

2.8 As programme records of a B/D are unique to B/D itself, rather than sharing a common records classification system, each B/D should develop its own scheme according to its specific requirements.

ADVANTAGES OF DEVELOPING A SUBJECT CLASSIFICATION SCHEME

2.9 The main benefits of having a subject files classification scheme are:

(a) to facilitate accurate and complete documentation of policies, procedures and decisions for the efficient carrying out of the B/D’s functions, activities and transactions;

(b) to ensure that records in a B/D will be organised and maintained in a systematic, logical, consistent and scalable way even in times of reorganisation and staff changes;

(c) to readily provide a list of subject categories that a B/D can use as file titles or topics;

(d) to provide guidelines to help registry staff select file titles;

(e) to match the vocabulary of registry staff to that of the searchers by standardising terminology for file titles; and

(f) to control over the use of synonyms and spelling, and distinguish among homographs.

2.10 Though developing a subject classification scheme is a painstaking task, the effort spent will eventually pay off.

ESTABLISHMENT OF NEW RECORDS CLASSIFICATION SCHEMES

2.11 As stipulated under paragraph 8 of General Circular No. 2/2009 entitled “Mandatory Records Management Requirements”, an effective records classification scheme is conducive to effective records management. As a requirement to ensure quality, new classification schemes for a B/D such as those necessitated by reorganisation should be approved by its Departmental Records Manager (DRM). The DRM’s approval is also required for records classification schemes to be adopted for a new office, irrespective of whether this is by way of creating new schemes or extending existing schemes.
REGULAR REVIEWS

2.12 A records classification scheme allows modifications such as addition of new records series to cater for changing circumstances. To ensure that each scheme remains effective to cope with changes over time and to identify scope for improvement, the DRM is required to review the records classification schemes every two to three years as stipulated under paragraph 12 of General Circular No. 2/2009.

2.13 The results of the review and any follow-up action taken should be documented. Some large B/Ds may need to designate staff at regional/district level to conduct such reviews. In such cases, the designated staff should not be below the rank of Senior Executive Officer or equivalent, and the DRM will remain responsible for the overall coordination and effectiveness of the review.

PRINCIPLES IN ESTABLISHING / REVIEWING RECORDS CLASSIFICATIONS SCHEMES

2.14 The DRM is required to have regard to the following in approving a new records classification scheme or reviewing records classification schemes -

(a) whether programme records are separated from administrative records;

(b) whether the scheme is systematic, logical, consistent and scalable to facilitate accurate and complete documentation of policies, procedures and decisions for the efficient carrying out of the B/D’s functions, activities and transactions;

(c) whether the scheme can be used easily and the file titles are clear and unique (e.g. avoid the use of “general” or “miscellaneous”) to facilitate accurate capturing and ready retrieval of records; and

(d) whether the scheme facilitates segregation of vital records for protection and establishment of disposal schedules to satisfy retention requirement stipulated by legislation (e.g. Personal Data (Privacy) Ordinance) and to separate records which need to be kept for a long period (e.g. those on policy) from those which need to be kept briefly (e.g. routine correspondence).
CHAPTER 3 STANDARD CLASSIFICATION SCHEME FOR ADMINISTRATIVE RECORDS

ADOPTION OF THE STANDARD CLASSIFICATION SCHEME FOR ADMINISTRATIVE RECORDS

3.1 With the issue of General Circular No. 2/2009 entitled “Mandatory Records Management Requirements” in April 2009, B/Ds were required to adopt the standard classification scheme for all their administrative records not later than April 2012, except a few B/Ds which have yet to be covered by GRS’ records management studies. Yet, they should comply with this requirement three years after completion of the studies. By September 2015, all B/Ds have already adopted the standard classification scheme for all their administrative records.

SCOPE OF THIS CLASSIFICATION SCHEME

3.2 This Scheme has been developed only for subject files of administrative nature common to most B/Ds (concept and definition of this type of files are discussed in Chapter 2).

3.3 Full text of this Scheme is attached at Appendix 1.

COMPONENTS OF THIS SCHEME

3.4 This Scheme is made up of two parts:

(a) The Subject List; and

(b) The Index.

THE SUBJECT LIST

3.5 The subject list contains a comprehensive listing of subject terms (or subject categories) arranged in six different schedules. These terms represent major subject matters or activities of administrative (housekeeping) nature in a B/D. Figure 1 shows a sample page from Schedule 4 of the Subject List.
<table>
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<th>4-5</th>
<th>FINANCE AND ACCOUNTING (previously known as FINANCE)</th>
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<tbody>
<tr>
<td></td>
<td>For records relating to policies, procedures and routine matters regarding finance and accounting not covered by other subject groups in this Schedule.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>4-10</th>
<th>ACCOUNTS AND ACCOUNTING</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>For records relating to policies, procedures and routine matters regarding the administration of accounting systems, classification of accounts, accounting control and analysis, summary and reporting of accounting transactions. This subject group covers records on accrual accounting, including those on fixed assets, receipt of deposits and bail money by government B/Ds, and any accounting matters not covered by subject groups 4-15 to 4-30, 4-40, 4-50 and 4-60 to 4-85.</td>
</tr>
</tbody>
</table>

*See also:*

FEES AND CHARGES 4-60

<table>
<thead>
<tr>
<th>4-15</th>
<th>EXPENDITURE (previously known as ACCOUNTS PAYABLE)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>For records relating to policies, procedures and routine matters regarding expenditure, including correspondence, originals and copies of payment transactions and other supporting documentation in relation to departmental expenses, personal emoluments, personnel related expenses and other financial charges of government B/Ds not covered by subject groups 4-25, 4-30, 4-40, 4-50 and 4-60 to 4-85.</td>
</tr>
</tbody>
</table>

*See also:*

ADVANCES 4-25

ALLOWANCES 4-30

CLAIMS 4-50
In the standard classification scheme for administrative records, **all subject terms are carefully chosen and mutually exclusive.** They are to be used as primary file captions (titles) which define subject categories and group related records together. For example, if a file is to be opened on the payment of electricity, gas, and water bills, the primary file caption according to the terms provided in **Schedule 4: Finance and Accounting** will be:

**EXPENDITURE**

If there is, however, a need for a B/D to further describe or delineate this specific type of records, a secondary term can be added at its discretion. In this example, a more detailed file title using both primary and secondary terms may possibly be:

![Diagram showing EXPENDITURE - Utilities]

Instead of presenting a long and cumbersome subject list to cover every single subject matter of administrative records, this Scheme provides standardised subject terms as file titles only at the primary level.

Given that a primary term denotes a variety of records including policy and procedures, general and routine files, and even case files, **it is essential that records requiring different disposal action or security protection are identified and separated out for classification with the use of secondary and perhaps tertiary terms.**

**Separate Policy Records from Routine Records**

Policy records are records which state a B/D’s policy or any of its jurisdiction. They should not be used or mixed with working files which document policy implementation. It is thus recommended that **a category of policy files should be established under major primary terms** for the following reasons:

(a) Quick identification and retrieval

(b) Efficient records disposal

(c) Security protection

Using the example in paragraph 3.6, the policy file for the subject category Expenditure should be entitled:

**EXPENDITURE - Policy**
Based on the standard classification scheme for administrative records, GRS has developed the GRS’ Records Management Publication No. 4 - *General Administrative Records Disposal Schedules* (GARDS), which are standard disposal schedules to regulate the retention and disposal of administrative records common to B/Ds.

**The Six Schedules in the Subject List**

3.11 **The subject list is further broken down into six schedules; each containing subject terms which represents a major area of housekeeping activities in a B/D.** The six schedules are as follows:

(a) Schedule 1 : Administration  
(b) Schedule 2 : Accommodation and Facilities  
(c) Schedule 3 : Procurement and Supplies (previously known as Equipment and Supplies)  
(d) Schedule 4 : Finance and Accounting (previously known as Finance)  
(e) Schedule 5 : Human Resources (previously known as Personnel)  
(f) Schedule 6 : Management of Information, Information Services and Information Technology (previously known as Information Systems and Services)

3.12 Each of these schedules has a foreword (scope notes) which defines and describes what is and what is not covered by the schedule. Figure 2 shows a sample of the foreword for Schedule 5: Human Resources.

3.13 Each subject term in the six schedules is defined by scope notes. A **duplex-numeric code** (comprising the **schedule number** and a **classification number**) is assigned to each term for file registration or numbering purpose. This will be discussed in more detail in paragraphs 3.39 - 3.49. Figure 3 is a sample page of Schedule 5: Human Resources.
SCHEDULE 5 - HUMAN RESOURCES
(Previously known as PERSONNEL)

Schedule 5 is concerned with human resources records common to government bureaux/departments (B/Ds), including records relating to appointments, conduct and discipline, hours of work, human resources planning, leave, occupational safety and health, promotion, staff performance and appraisal, staff relations, training and development, personal case records, etc. A majority of these records are related to employment-related personal data of civil servants, non-civil service contract staff (NCSC staff) and other government employees.

This Schedule DOES NOT COVER:

(a) individual pay records which are dealt with in Schedule 4: FINANCE AND ACCOUNTING; and

(b) records relating to hire of services for manpower (including supplying agency workers) which are dealt with in the respective schedules. For example, records relating to procurement of security guard services are dealt with in Schedule 2: ACCOMMODATION AND FACILITIES and financial records relating to payment of services are dealt with in Schedule 4: FINANCE AND ACCOUNTING.
5-5 ACCIDENTS AND INJURIES

For records relating to policies, procedures and routine matters regarding accidents and personal injuries caused to staff by accidents arising out of and in the course of employment.

For financial arrangement/settlement relating to claims, use:

CLAIMS        4-50

See also:

ACCIDENTS        1-5

5-10 APPOINTMENTS AND POSTING

For records relating to policies, procedures and routine matters regarding appointments of staff, including probation, acting, posting, loan, secondment, attachment, redeployment and transfer. Records relating to terms of appointment and conditions of service applicable to serving officers on in-service appointment are included.

For honorary appointments, use:

AWARDS AND HONOURS        5-15

For recruitment and conditions of service, use:

RECRUITMENT        5-25

5-15 AWARDS AND HONOURS

For records relating to policies, procedures and routine matters regarding awards, honours, decorations, citations, and commendations given to staff.

See also:

APPRECIATION AND CONDOLENCES        1-15
THE INDEX

3.14 An alphabetical index of subjects and cross-references constitutes an important component of this standard classification scheme for administrative records. The index gives the headings for different types of subjects or terms concerning a B/D’s administrative (housekeeping) activities. It enables registry staff unfamiliar with the structure of this classification scheme to immediately locate the required primary terms and file codes.

3.15 The index primarily serves as a Thesaurus - a vocabulary control list - for file titles. For example, if you want to name a file which contains documents on the purchase of a film projector, and you look up the term “projector” in the Index, you will note the following instruction:

PROJECTORS: Use AUDIOVISUAL AND PHOTOGRAPHIC EQUIPMENT AND SUPPLIES.....................................................3-10

This means that the subject term “Projector” is not an authorised file title in this Scheme, “Audiovisual and Photographic Equipment and Supplies” should be used instead. Figure 4 is a sample page of the Index.

3.16 The above method of titling a file, known also as “Keyword(s)-out-of-context titling method (KWOC)” is based on the use of authorised subject terms tabled in the Subject List. The thesaurus, i.e. the Index, will instruct you as to which term(s) you could or could not use. By complying with the instruction of the Index over the choice of subject terms and the appropriate schedule, standardised file titling (at the primary subject level) will be enforced.

3.17 Further elaboration of the “KWOC” mechanism and use of this Scheme will be provided in the following sections.

HOW TO USE THIS SCHEME

3.18 This section explains the necessary steps involved in classifying and arranging administrative subject files with this Scheme. Figure 5 shows a graphic illustration of this process flow.

3.19 Classifying and filing a document using this Scheme or any other subject scheme of similar nature normally involves the following steps:
FIGURE 4: Sample Page of “The Index”

- Privatisation: Use Organisations .......................................................... 1-145
- Probation (Appointment): Use Appointments and Posting .......................... 5-10

Procedures:
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- Communication Systems Use Communication Systems - Installation and Disposal 2-40
- Equipment Use Equipment, Supplies and Services or specific equipment by type ........................................ 3-5
- Library Material Use Library Services .................................................. 6-55
- Utilities Use Utilities and Building Services Facilities Installation and Disposal .................................................. 2-55

Professional:
- Development Use Training and Development .......................................... 5-95
- Employment Use Recruitment ............................................................... 5-25
- Fees See Fees
FIGURE 5: How to Use the Standard Classification Scheme for Administrative Records

1. **Receive or Generate the Document**
   - Understand the Document
   - Translate the Content into Possible Subject Term
   - Look up the index
   - The Subject Term exists?
     - Yes
     - Check the Scope Notes of the Authorised Subject Term Printed
     - Schedule and the Authorised Subject Term Reflect the Content?
       - Yes
       - A thorough Checking of the Schedule has been Completed?
         - Yes
         - B/Ds should Approach GRS instead of Adding New Primary Terms by Themselves
         - No
       - No
   - No

2. **Add Secondary Term?**
   - Yes
   - Add Secondary Term
   - No

3. **Add Tertiary Term?**
   - Yes
   - Add Tertiary Term
   - No

4. **Assign Title to the File**
   - Code the File
   - Action Required?
     - Yes
     - Pass the File onto The Subject Officer
     - Further Action Required?
       - Yes
       - Store the File
       - No
     - No
   - No

5. **Store the File**
Understand the Document

3.20 When a record is received or created, it has to be read carefully to determine its subject matter. It is important to note that the content of a record may not be fully understood by merely reading its subject caption. Hence the record must be read and evaluated thoroughly.

Translate Content into Subject Term(s)

3.21 The content of the record is then analysed and translated into a term(s) - keyword(s) which summarises or represents its subject matter(s).

3.22 For example, “training”, “professional development”, “records management”, etc. are possible terms used to summarise the content of a sample e-mail shown in Figure 6 inviting B/Ds’ nomination for their Senior Clerical Officers, Clerical Officers and Senior Confidential Assistants to attend a records management course.

Look Up the Index

3.23 The next step is to look up the Index in Part II of this Scheme to check whether any of the terms (training, professional development, etc.) you have thought of is the authorised file title; if not, follow the instruction of the Index.

3.24 For example, if you look up “Professional Development” in the index, you will be directed to “Use TRAINING AND DEVELOPMENT ....... 5-95” (see Index at Appendix 1). This means that the term “Professional Development” is not authorised for use in file titling, but “TRAINING AND DEVELOPMENT” of Schedule 5 with classification number 95 is.

3.25 If you try looking up “Training” in the Index, you will again be directed to use “TRAINING AND DEVELOPMENT” as an authorised term for file title.

Check Scope Notes

3.26 Having been provided with the Schedule number and the authorised primary subject term as file title (in our example, it is “Schedule 5” and “TRAINING AND DEVELOPMENT”), registry staff should turn to the subject list of the appropriate Schedule to locate the authorised term. At this point, registry staff should also go through the scope notes of the term to ensure that the given Schedule and authorised file title reflect correctly the content of the records to be classified. If discrepancy or ambiguity exists, registry staff should check the index again with other related terms he or she could think of. In cases that no suitable primary terms are available in this Scheme, B/Ds should approach GRS instead of adding new primary terms by themselves.
Figure 6: Sample E-mail Inviting Nomination for a Records Management Course

From: RMAO/GRS/HKSARG
To: DRM - B/Ds
Co: 
Date: 19/07/2016 10:17
Subject: Nomination for GRS Records Management Training Courses--RSU-01--Records Management for Registry Supervisors-Module I-Administrative Records

To: Departmental Records Managers  
(Attn: RM course co-ordinators)

Dear All,

You are cordially invited to nominate officers to participate in the following records management training course scheduled for September 2018 onwards -

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Duration</th>
<th>Flyer</th>
</tr>
</thead>
<tbody>
<tr>
<td>RSU-01</td>
<td>Records Management for Registry Supervisors -</td>
<td>1 day</td>
<td>RSU-01_Flyer.pd</td>
</tr>
<tr>
<td></td>
<td>Module I - Administrative Records</td>
<td></td>
<td>f</td>
</tr>
</tbody>
</table>

Non-civil service contract staff of comparable ranks undertaking records management duties may be nominated having regard to operational needs and the length of their remaining service after attending the course. Officers who have attended the course more than three years ago may also apply the same course.

2. We should be grateful if you would forward the completed nomination form in MS excel format as attached to us by e-mail at rmasinfo@grs.gov.hk or RMAO/GRS/HKSARG on or before 16 August 2016. Each nominee is required to submit the nomination to his/her RM course coordinator via email with a copy to his/her own supervisor. The Government Records Service (GRS) assumes that all nominations submitted by the course coordinators have obtained the agreement of the nominees’ supervisors. Furthermore, in case of over-subscription, we may allocate the training places in the way GRS deems fit.

RSU-01 Nomination Form.xlsx
Assign Title to the File

3.27 **Administrative files are titled according to their subject content.** File titles have to be created and assigned at the time when files are opened by registry staff.

3.28 **For proper records classification and convenient retrieval, it is essential to employ some form of controlled vocabulary in titling subject files.** (See Chapter 1, paragraphs 1.11 - 1.13 of this manual.)

3.29 As discussed in paragraphs 3.14 - 3.17, the Index in this Scheme serves as a controlling instrument defining which are or are not the authorised subject terms to be used as file titles. All primary subject terms as controlled and designated by the standard classification scheme for administrative records are tabled separately in the six schedules of the Subject List. B/Ds have the flexibility to create subject terms at secondary, tertiary or lower levels.

3.30 Going back to the example we have been using: if a new file is to be opened for the e-mail on training, according to the instruction and direction of the Index, the controlled keyword title (at the primary level) will be:

“TRAINING AND DEVELOPMENT”

3.31 The registry staff should then decide if the subject matter covered by the title chosen is too broad. It is important to note that a very broad file title may result in a file containing too many documents which makes information retrieval a time-consuming effort.

Add Needed Secondary and Tertiary Terms

3.32 **Depending on the information retrieval requirement of a B/D and the anticipated growth of records on certain subjects, sometimes a further subject breakdown is necessary to make file titles more specific in coverage.** For example, to open a file containing documents specifically relating to “training of staff in records management” but not all documents to staff training as such, registry staff will have to supply a secondary subject term and if necessary a tertiary subject term for more precise classification which are not provided in this Scheme. However, it should be noted that over precise classification due to the addition of lower level subject terms will lead to proliferation of files causing management problems.
3.33 The more specific titles for the above example could probably be:

"TRAINING AND DEVELOPMENT - Records Management"

**Primary Term:** Controlled term, authorised by the scheme.

**Secondary Term:** Uncontrolled term, supplied by file titler.

"TRAINING AND DEVELOPMENT - Records Management - General Grades Staff"

**Primary Term:** Controlled term, authorised by the scheme.

**Secondary Term:** Uncontrolled term, supplied by file titler.

**Tertiary Term:** Uncontrolled term, supplied by file titler.

3.34 The following are some examples of file titles with secondary and tertiary terms:

“TRAINING AND DEVELOPMENT - Policy”

“TRAINING AND DEVELOPMENT - Records Management - Clerical Officers”

“APPOINTMENTS AND POSTING - Acting - Policy”

“ALLOWANCES - Education - Local Officers”

“BUDGETS - Operational”

“EXPENDITURE - Utilities”

3.35 Remember, all subject terms at the primary level are controlled and designated by this Scheme itself. When typing / printing the File Titles on the file covers, the primary level subject terms are recommended to be shown in capital letters. All terms at the secondary and tertiary levels, however, should be supplied by the registry staff (in consultation with the subject officer, if in doubt) if they think that more circumscribed file titles are needed. **There is always an operational need to separate policy files from the more general or routine files** with the use of additional subject classifiers as discussed in paragraph 3.9.

3.36 In another example, a file entitled “Overtime Policy and Applications” covers both policy and routine records relating to management of overtime. This file should be matched to the primary subject term “HOURS OF WORK AND OVERTIME” with a secondary subject term “Overtime”. To separate policy and routine records, two tertiary subject terms may be added as follows:

- HOURS OF WORK AND OVERTIME – Overtime – Policy
- HOURS OF WORK AND OVERTIME – Overtime – Applications

3.37 Furthermore, in accordance with paragraph 15 of Part I – Explanatory Notes of GRS’ Records
Management Publication No. 4 - *General Administrative Records Disposal Schedules* (GARDS), administrative records of different retention and disposal requirements should be filed separately. Taking records such as classification scheme and records disposal schedule as an example, though classification scheme and records disposal schedule should be classified into the primary subject term “INFORMATION MANAGEMENT AND RECORDS MANAGEMENT”, their disposal remarks as stipulated in GARDS are different -

<table>
<thead>
<tr>
<th>Records Classification Scheme</th>
<th>Disposal Remarks</th>
<th>GARDS Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classification Scheme</td>
<td>SOP</td>
<td>6-60 Others (1)</td>
</tr>
<tr>
<td>Records Disposal Schedule</td>
<td>Retain permanently in your agency</td>
<td>6-60 Others (3)</td>
</tr>
</tbody>
</table>

As such, they should be filed separately having regard to their disposal requirements. Suggested file titles are:
- INFORMATION MANAGEMENT AND RECORDS MANAGEMENT – Classification Scheme
- INFORMATION MANAGEMENT AND RECORDS MANAGEMENT – Disposal Schedule

3.38 A separator such as “—” should be used to separate subject terms at different levels as shown in the examples under paragraphs 3.33 - 3.37.

**Coding a File**

3.39 *File coding (registering) systems consist of numbers, letters or a combination of both are used in identifying a particular file from other files and deciding its storage location.* Using a systematic coding system facilitates filing, retrieval and refiling of records. (*The general methods and purposes of coding, as well as the various coding systems are discussed* in GRS’ Records Management Publication No. 2 - *Managing Active Records: File Management*.)

3.40 A unique and logical file reference number should be assigned to each new file to help identify the file amongst other files in the classification scheme. The file reference number comprises the following components:
- Prefix
- Classification code
  - Primary subject code
  - Secondary/tertiary/other lower level subject codes
- Suffix

**Prefix**

3.41 To distinguish the groups of files from files managed by other B/Ds and/or offices/sections of the same B/D, “B/D prefix” (e.g. “IRD” represents “Inland Revenue Department”) and “unit prefix” (e.g. “GR” represents “General Registry”) should be added to the reference numbers of administrative files. For the sake of consistency, a B/D should control the B/D and unit prefixes used.

**Classification code**

3.42 A classification code is made up of codes assigned to its subject terms. The standard classification scheme assigns a classification code, based on a duplex numeric system consisting of a schedule number and a classification number, to each primary subject term (e.g. “5-95” for “TRAINING AND DEVELOPMENT”). B/Ds should assign numerical serial codes to subject terms at secondary,
tertiary or lower levels. “0” should be reserved to indicate a policy file. For example,

![Diagram showing primary, secondary, and tertiary subject codes]

3.43 Registry staff have the options of making use of these ready-made notations. For example, the following files according to the arrangement of this Scheme are coded as:

- “TRAINING AND DEVELOPMENT - Policy” 5-95/0
- “TRAINING AND DEVELOPMENT - Computer” 5-95/1
- “TRAINING AND DEVELOPMENT - Computer - Clerical Officers” 5-95/1/1
- “TRAINING AND DEVELOPMENT - Computer - Executive Officers” 5-95/1/2

3.44 The first number (from the left) “5” is the Schedule number for Schedule 5: Human Resources, “95” is the classification number for the primary subject category “TRAINING AND DEVELOPMENT”, the last numbers “1”, “2”, “3”, etc. are simply serial numbers running consecutively for files opened within the primary subject group: “TRAINING AND DEVELOPMENT”.

3.45 Depending on the need and preference of each B/D, other coding systems can also be employed. Registry staff are advised to refer to Chapter 4 of GRS’ Records Management Publication No. 2 - Managing Active Records: File Management for evaluation of each type of file coding system.

Suffix
3.46 Suffix is used, where appropriate, for the following purposes:

- denote the relevant year (e.g. 09-10) for files created to group records relating to a financial/calendar year
- denote security classification of the file:

<table>
<thead>
<tr>
<th>Symbol</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>C</td>
<td>Confidential</td>
</tr>
<tr>
<td>R</td>
<td>Restricted</td>
</tr>
<tr>
<td>RA</td>
<td>Restricted (Administration)</td>
</tr>
<tr>
<td>RAP</td>
<td>Restricted (Appointment)</td>
</tr>
<tr>
<td>RC</td>
<td>Restricted (Contract)</td>
</tr>
<tr>
<td>RM</td>
<td>Restricted (Medical)</td>
</tr>
<tr>
<td>RS</td>
<td>Restricted (Staff)</td>
</tr>
<tr>
<td>RT</td>
<td>Restricted (Tender)</td>
</tr>
<tr>
<td>S</td>
<td>Secret</td>
</tr>
<tr>
<td>TS</td>
<td>Top Secret</td>
</tr>
</tbody>
</table>
3.47 A separator “/” is recommended to be used to segregate prefixes and subject codes.

3.48 Two fictitious examples of coded files are appended below:

- **File title**
  APPOINTMENTS AND POSTING – Acting Appointments – Policy

  **File reference no.**
  IRD GR/5-10/1/0 C

  where “IRD” = B/D prefix
  “GR” = unit prefix
  “5-10” = primary subject code
  “1” = secondary subject code
  “0” = tertiary subject code to indicate a policy file
  “C” = suffix to indicate security classification “Confidential”

- **File title**
  EXPENDITURE CONTROL – Departmental Expenditure

  [For illustrative purpose, the file only contains records concerning financial year 2009-10.]

  **File reference no.**
  IRD GR/4-55/1 (09-10)

  where “IRD” = B/D prefix
  “GR” = unit prefix
  “4-55” = primary subject code
  “1” = secondary subject code
  “09-10” = suffix to indicate the concerned financial year

6-tier file code structure in the BCFMS

3.49 For B/Ds using the BCFMS, the file reference number should be filled in the system’s 6-tier file code structure as illustrated below using the file reference number “IRD GR/4-45/1/3 (09-10) C II”:

<table>
<thead>
<tr>
<th>1st tier</th>
<th>2nd tier</th>
<th>3rd tier</th>
<th>4th tier</th>
<th>5th tier</th>
<th>6th tier</th>
</tr>
</thead>
<tbody>
<tr>
<td>B/D Prefix, Unit prefix</td>
<td>Primary subject code</td>
<td>Secondary subject code</td>
<td>Tertiary subject code</td>
<td>Year suffix, Security classification suffix</td>
<td>Part no.</td>
</tr>
<tr>
<td>e.g. IRD GR</td>
<td>4-45</td>
<td>1</td>
<td>3</td>
<td>(09-10) C</td>
<td>II</td>
</tr>
</tbody>
</table>

Prepare Finding Aids

3.50 If there is increasing use of secondary and tertiary terms in records classification, it simply
means more and more files are created under the primary subject categories provided in this Scheme. In cases where records are coded as the example shown in paragraphs 3.43 and 3.44 i.e. by the schedule number, the primary subject code and a running number, there may be difficulties in locating a required file from a large group of files opened under a specific primary subject heading. Under such circumstances, registry staff may require cross-referencing to aid accurate and prompt retrieval. The cross-reference notations, regardless of their format, should list all the files within each primary heading in alphabetical order and original file codes for easy identification. Details of how to prepare such finding aids are not covered in this publication. Interested parties may contact GRS for information and assistance.

**Store a Coded File**

3.51 A coded file should be stored in its designated storage space as indicated by its schedule and classification number or passed onto subject officer(s) concerned for action.

**USE AND MAINTENANCE OF THIS SCHEME**

3.52 The Standard Classification Scheme for Administrative Records serves as a means from which registry staff can select the appropriate primary terms and add the necessary secondary and tertiary terms to classify all administrative records received or generated by their B/Ds. One of the characteristics of a good records classification scheme is the scalability. The system presented here should be flexible enough to be used by small file registries which most likely would require few secondary and tertiary terms to open new files. However, in cases that no suitable primary terms are available in this Scheme, B/Ds should approach GRS instead of adding new primary terms by themselves.

3.53 To ensure that additions and changes made to this Scheme are standardised and well documented, registry staff should obtain prior agreement from their respective DRM, or any officer(s) designated by the B/D as appropriate, before creating new secondary subject terms and tertiary terms.
CHAPTER 4    DEVELOPING A CLASSIFICATION SCHEME FOR “PROGRAMME SUBJECT FILES”

CENTRALISATION VERSUS DECENTRALISATION

4.1    In planning a classification scheme for programme subject files, the primary consideration is its scope: shall there be one comprehensive scheme for the entire B/D applicable to each branch, division and office, or shall there be individual schemes developed separately for specific components of the B/D?

4.2    Whichever approach one may take, the size of the B/D, complexity of its functions, diversity of its programmes, and the level of autonomy of its divisions and offices must be considered carefully first.

STEPS IN DEVELOPING THE SCHEME

4.3    Preparing the subject filing scheme for programme records may seem a formidable task, but a good classification scheme will certainly pay dividends in helping to find the required information faster.

4.4    The following sections discuss the guidelines on developing the subject filing scheme for programme records. It is recommended that these guidelines should be followed in the order presented.

STEP 1: UNDERSTAND THE ORGANISATION AND FUNCTIONS OF THE DEPARTMENT

4.5    Records are created as a result of the functions and activities of a B/D, and are used in relation to them. Thus records should be grouped and maintained according to the functions and activities to which they relate. The subject terms or categories chosen for filing should reflect a B/D’s purpose, missions, programmes, projects or operations.

4.6    The first step in developing a subject classification scheme for programme records is to gain a thorough understanding of the organisational structure and the various functions and programmes of the B/D and its branches, divisions and offices for which the scheme is developed.

4.7    The subject filing scheme developed in accordance with a B/D’s functions is usually known as a structured-functional filing scheme.
STEP 2: ITEMISE RECORDS TO BE FILED BY SUBJECT

4.8 Registry staff should start by listing all file titles (captions) currently being used in their B/D as subject topics. To make the list more comprehensive, they should also work on the possible additional topics which are related to the activities, functions, projects and tasks of the B/D.

4.9 Registry staff should include in this preliminary subject list as many as they can all the subject terms needed to cover the activities their B/D is responsible for. Checking through available organisational and functional charts as well as the records of the B/D will help accomplish the task.

4.10 If “programme” and “housekeeping” files are mixed in the existing records system, they should be listed separately.

Number and Scope of Subject Terms

4.11 There is always a direct relationship between the number of subject terms used and their scope of coverage. The broader the terms, the fewer their number, and vice versa.

4.12 There is no fixed number of subject terms required in a subject list. The number is affected by:

(a) volume of records covered;

(b) organisation level served; and

(c) required precision of selected subject terms.

4.13 If the quantity of records is small, the subject terms should be broad and few. As the quantity of records increases, so does the need for more and precise terms.

Choosing the Best Terms

4.14 The selection of subject terms and headings is essential to filing and retrieving information. **Subject headings must be concise, technically correct and each of single interpretation.**

4.15 Care should be taken to ensure that all selected terms are mutually exclusive. Overlapping subjects can perplex registry staff as to what subject terms should be assigned to file a document. Moreover, they create several places to search when the document is requested.

4.16 Another factor to consider is the degree to which technical terms or in-house language should be used in the subject files classification scheme. **There is a decided filing advantage in using lay terms over technical jargons as intensive training is usually required for registry staff to understand technical terms and use them in classifying documents properly.**
STEP 3: RECONCILE THE PRELIMINARY LIST WITH DEPARTMENTAL RECORDS MANUAL

4.17 This step is only relevant to those B/Ds which already have some sort of filing manual.

4.18 Only after studying the subject topics currently being used, and adding to them subject terms needed to cover all the functions the B/D performs, are registry staff ready to check the preliminary subject list against their departmental filing manual.

4.19 Reconciliation of the preliminary subject list with the existing filing manual normally consists of:

(a) dropping or combining some subject terms from the existing file manual;

(b) adding some subjects terms to improve deficiencies; and

(c) adopting wording of the manual to the preliminary list.

STEP 4: DEFINE TOPIC COVERAGE

4.20 Registry staff can be more certain of filing the same type of records under the correct topics if the B/D’s subject list includes definitions (scope notes) of the selected subject terms.

4.21 Defining the scope of the topics reveals how well the subject terms describe the records to be filed and it allows consistent filing of the subject-related records together. Furthermore, definitions or scope notes bring to light possible overlapping coverage between topics, which may not be discovered without defining the topics.

4.22 Registry staff usually find that the time spent in defining coverage of subject terms can save much more time later when applying the subject filing scheme.

STEP 5: PREPARE FINAL SUBJECT LIST

4.23 Review the final draft with records users and improve it with users’ suggestions.

4.24 Test the scheme to the extent necessary with at least one month’s records from old files, and as many current documents as possible.

STEP 6: SELECT AND ASSIGN FILE CODES

4.25 Decide on the type of file codes (numbers, letters or combination of both) to be adopted. See Chapter 4 of GRS’ Records Management Publication No. 2 - Managing Active Records: File Management for discussion and guidance in choosing file codes.

4.26 Figure 7 is a sample page of the Programme Files Subject List of a particular department as an example. The scheme comprises two parts: the Subject List and the Index (sample shown in
Figure 8). Subject terms in the Subject List represent all possible functions, programmes, and activities of that particular department. The terms (authorised file titles) are arranged alphabetically and defined by scope notes with regard to their subject coverage. A single classified number is assigned to each of the terms for coding purpose.

**STEP 7: PREPARE ALPHABETICAL INDEX**

4.27 After the subject list is completed, preparation of the alphabetical, or relative index can get underway. As discussed in Chapter 3, the index is to facilitate the use of the subject list.

4.28 The index lists in alphabetical order each of the topics contained in the subject list, with synonyms as well as other terms under which information may be sought.

4.29 Figure 8 is a sample page of the Index to the Subject List for programme subject files of a particular department as an example.

**MAKING THE SCHEME WORK**

4.30 A subject filing scheme may be good in theory but fails to work in practice. The following sections offer some suggestions on how to make the scheme operate efficiently.
### Classification Number

<table>
<thead>
<tr>
<th>05</th>
<th>ARCHIVES AND RECORDS MANAGEMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>For records relating to policies, procedures, plan, programme and routine matters regarding archives or records management that cannot be classified under specific subject of this subject list.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>10</th>
<th>LEGISLATION</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>For records relating to proposal, drafting, revision, etc. of records and records related legislation and regulations.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>15</th>
<th>STATISTICS AND REPORTS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>For records relating to general reports, studies, survey, progress reports and reports of significant accomplishment regarding archives and records management that cannot be classified under specific subject of this list.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>20</th>
<th>ACCESSION</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>For records relating to policies, procedures and routine matters regarding appraisal, transfer, arrangement, description, etc. of records.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>25</th>
<th>AUTOMATED DATA PROCESSING</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>For records relating to policies, procedures and routine matters regarding selection, requirement, specification, system development, operation, maintenance of automated data processing system in the field of records and information management.</td>
</tr>
</tbody>
</table>
FIGURE 8:  *Index to the Subject List of Programme Files of a Particular Department*

<table>
<thead>
<tr>
<th>A</th>
<th>CLASSIFICATION NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCESS:</td>
<td></td>
</tr>
<tr>
<td>- Library Materials  Use REFERENCE SERVICES ................................................................. 100</td>
<td></td>
</tr>
<tr>
<td>- Records  Use REFERENCE SERVICES ................................................................. 100</td>
<td></td>
</tr>
</tbody>
</table>

| ACCESSION: | |
| - Appraisal  Use ACCESSION ................................................................. 20 |
| - Description  Use ACCESSION ................................................................. 20 |

| APPLICATION: | See Request |
| APPRAISAL: | Use ACCESSION ................................................................. 20 |

| ARCHIVES: | See Archives Management |
| ARCHIVAL MANAGEMENT: | |
| - General  Use ARCHIVE AND RECORDS MANAGEMENT ................................................. 05 |
| - Access  Use REFERENCE SERVICES ................................................................. 100 |
| - Accession  Use ACCESSION ................................................................. 20 |
| - Conservation  Use CONSERVATION ................................................................. 30 |
| - Enquiries  Use REFERENCE SERVICES ................................................................. 100 |
| - Reference  Use REFERENCE SERVICES ................................................................. 100 |
| - Repository  Use REPOSITORY & STORAGE MANAGEMENT ......................................... 105 |
| - Security  Use DOCUMENT & INFORMATION SECURITY ............................................ 55 |
| - Storage  Use REPOSITORY & STORAGE MANAGEMENT ......................................... 105 |
| - Supplies  Use EQUIPMENT, SUPPLIES AND SERVICES ........................................... 60 |

| AUDIO RECORDS: | See Audiovisual Records |
| AUDIOVISUAL RECORDS: | |
| - Access  Use REFERENCE SERVICES ................................................................. 100 |
| - Conservation  Use CONSERVATION ................................................................. 30 |
Assigning Responsibility

4.31 Whether a B/D has one comprehensive filing manual or a coordinated system using dozens of manuals, there should be an organisational unit responsible for overseeing further development, maintenance, and revision of the manual(s). Personnel should know where to go for interpretation of principles or resolution of classification difficulties, and who has the authority to audit compliance, make changes, and provide training.

Training Filing Registry Staff

4.32 Inadequate training is one of the main reasons for filing problems. Training sessions should be conducted and repeated often enough to ensure that no registry staff will be put on the job without the necessary knowledge and skills.

4.33 As far as subject filing is concerned, training should emphasise the following points:

(a) The principles and benefits of the filing scheme;

(b) Understanding of the subject terms or categories covered by the scheme. The subject list of the scheme should be thoroughly reviewed. Registry staff should understand the structure of the list and the proposed records coverage;

(c) Techniques of applying the classification scheme to the records at each filing registry;

(d) Procedures for developing and implementing the scheme;

(e) Procedures for classifying and filing papers (or records in different formats);

(f) Daily maintenance procedures; and

(g) File cutoff and disposal procedures.

Auditing

4.34 Every filing registry where records are organised by subject should be inspected periodically by its registry in-charge and overseen by the Records Manager appointed (by the DRM or the Assistant DRM) to oversee records management activities in the respective offices/registries. Such inspection may be carried out at timing considered appropriate by the Records Manager in order to help maintain the updatedness and accuracy of the inventory of records kept by the registry. When problems are encountered, the “inspector” must decide whether the system is at fault or whether the registry staff need more training. The inspector should look for:

1 Paragraph 6 of General Circular No. 2/2009 stipulates that it is incumbent upon all B/Ds to maintain an accurate inventory of records and to regularly update it to cater for changes.
(a) whether files are retrieved and used effectively;
(b) duplicate files;
(c) number of misfiles; and
(d) overloaded file folders (jackets).

4.35 Overloading of files is often the sign that documents are kept in active files longer than necessary.

4.36 In short, the “inspector” should find out whether or not information requirements are being satisfied by the filing registry, and the time taken to satisfy them.

4.37 A comprehensive records classification scheme, a proper procedural manual and trained staff are some of the essential elements of a good records management system that supports and improves office operation.
CHAPTER 5 SUMMARY AND CONCLUSION

5.1 The purpose of a subject files classification scheme or any other classification scheme is to permit efficient records retrieval and use. It is also to ensure an ordered arrangement of a B/D’s records.

5.2 There should be some centralised control over the classification of records in each B/D. It will provide for consistent and logical filing and coding of documentation which facilitates easy retrieval of information as and when required. To this end, the standard classification scheme for administrative records as developed by GRS and set out in this manual has provided consistency in handling administrative records which are common by nature amongst B/Ds. Nevertheless, each B/D is required to develop its own classification scheme for programme records which are unique to each B/D’s operation according to its own requirements and the guidelines laid down in this manual.

5.3 By aligning the subject terms in this manual (see Appendix 2) with those in GRS’ Records Management Publication No. 4 - General Administrative Records Disposal Schedules (GARDS), B/Ds will be facilitated in adopting the same subject terms in the filing and the disposal of their administrative records.
APPENDIX 1

Standard Classification Scheme for Administrative Records
PART I : Subject List
SCHEDULE 1 - ADMINISTRATION

Schedule 1 is concerned with records relating to administrative activities common to government B/Ds not specifically included in Schedule 2: ACCOMMODATION AND FACILITIES, Schedule 3: PROCUREMENT AND SUPPLIES, Schedule 4: FINANCE AND ACCOUNTING, Schedule 5: HUMAN RESOURCES, and Schedule 6: MANAGEMENT OF INFORMATION, INFORMATION SERVICES AND INFORMATION TECHNOLOGY.

This schedule covers a wide range of administrative activities relating to associations and clubs, campaigns and canvassing, ceremonies and celebrations, committees, legal matters, management and office services, security, transportation, visits and tours, etc.
1-5 ACCIDENTS

For records relating to policies, procedures and routine matters regarding accidents involving government personnel and properties. It includes records relating to claims made against or by the Government, reports, investigations and settlements not covered by other subject groups in these schedules (i.e. Schedules 2 to 6).

For records relating to damage to government premises, communication systems, utilities and building services facilities, use:

ACCOMMODATION - DAMAGE 2-20

For financial arrangement/settlement regarding claims, use:

CLAIMS 4-50

For records relating to injuries sustained by government employees, use:

ACCIDENTS AND INJURIES 5-5

See also:

LEGAL MATTERS 1-115

1-10 LEGISLATION (previously known as ACTS AND LEGISLATION)

For records relating to policies, procedures and routine matters regarding the preparation, studies, drafting, amendments, etc. of drafting instructions, bills, statutory orders and notices, regulations, etc. This subject group also covers records relating to general information on legislation.

For requests for copies of ordinances, etc., use:

INFORMATION SERVICES – BOOKS AND PUBLICATIONS 6-35

1-15 APPRECIATION AND CONDOLENCES

For records relating to policies, procedures and routine matters regarding appreciation, greetings, congratulations, condolences, funerals, etc.

See also:

AWARDS AND HONOURS 5-15
1-20 ASSOCIATIONS AND CLUBS

For records relating to policies, procedures and routine matters including correspondence, proceedings, minutes, annual reports, membership, etc. of associations, clubs and societies.

For companies, firms and corporations, use:

CORPORATIONS AND FIRMS 1-80

See also:

COMMITTEES, COUNCILS AND COMMISSIONS 1-55

CONFERENCES AND SEMINARS 1-75

1-25 BADGES, EMBLEMS AND FLAGS (previously known as BADGES, EMBLEMS, FLAGS)

For records relating to policies, procedures and routine matters regarding the use and wearing of badges and emblems, display of flags and emblems, flying of flags, etc. and design of logos and symbols.

1-30 CAFETERIAS AND EATING FACILITIES

For records relating to policies, procedures and routine matters regarding the establishment, management and use of canteens, pantries, cafeterias and other eating places in government premises and office accommodation.

For fitting out matters, use:

ACCOMMODATION – FITTING OUT AND REPAIRS 2-25

For the procurement, management and use of equipment and supplies, use:

CANTEEN AND PANTRY EQUIPMENT AND SUPPLIES 3-15
CAMPAIGNS AND CANVASSING

For records relating to policies, procedures and routine matters regarding political, social and community campaigns, drives and related activities not covered by other subject groups in these schedules (i.e. Schedules 2 to 6).

For solicitation activities from commercial firms or organisations, use:

CORPORATIONS AND FIRMS 1-80

For routine correspondence, proceedings, minutes, annual reports, membership, etc. of associations, clubs and societies, use:

ASSOCIATIONS AND CLUBS 1-20

For charitable campaigns, drives and related activities, use:

CHARITY 1-45

For community health and safety, use:

COMMUNITY HEALTH AND SAFETY 1-60

For environmental protection and control issues, functions and activities, use:

ENVIRONMENTAL MANAGEMENT 1-95

CEREMONIES AND CELEBRATIONS

For records relating to policies, procedures and routine matters regarding celebrations of special events, inaugurations, laying of cornerstones, dedications, Remembrance Days ceremonies, etc.

For protocol arrangement on occasions of ceremony and celebration, use:

PROTOCOL 1-155

CHARITY

For records relating to policies, procedures and routine matters regarding charitable campaigns, drives and related activities.
For records relating to routine correspondence, proceedings, minutes, annual reports, membership, etc. of charitable organisations, use:

ASSOCIATIONS AND CLUBS  1-20

1-50  CIRCULARS AND DIRECTIVES

For records relating to policies, procedures and routine matters regarding preparation and issue of circulars, orders, directives, instructions, etc.

This subject group also covers circulars, orders, directives, etc. received from other B/Ds not covered by other subject groups in these schedules (i.e. Schedules 2 to 6).

1-55  COMMITTEES, COUNCILS AND COMMISSIONS (previously known as COMMITTEES, COUNCILS, COMMISSIONS)

For records relating to policies, procedures and routine matters regarding the establishment, organisation, functions and activities of commissions, panels, councils, committees, sub-committees, task forces, boards of inquiry, etc. Records include correspondence, agenda, notices, reports, minutes of meetings, proceedings, etc. of commissions, panels, councils, committees, sub-committees, task forces, boards of inquiry, etc.

See also:

ASSOCIATIONS AND CLUBS  1-20

CONFERENCES AND SEMINARS  1-75

1-60  COMMUNITY HEALTH AND SAFETY

For records relating to policies, procedures and routine matters regarding the provision of services and organisation of programmes relating to health and safety of the community. Records include correspondence and promotional materials relating to blood and organ donations, prevention of avian influenza, ambulance services, etc.

See also:

HEALTH AND SAFETY  5-35
1-65 COMMUNITY SERVICES

For records relating to policies, procedures and routine matters regarding the participation in and organisation of community services such as voluntary services, e.g. tree planting and visits to orphanages.

For charitable activities and services, use:

CHARITY 1-45

1-70 COMPLAINTS

For records relating to policies, procedures and routine matters regarding complaints of a general nature not covered by other subject groups in these schedules (i.e. Schedules 2 to 6).

Material or letters of complaints on a specific subject should be filed under the appropriate subject.

See also:

LEGAL MATTERS 1-115

CONDUCT AND DISCIPLINE 5-20

STAFF RELATIONS - APPEALS AND GRIEVANCES 5-75

1-75 CONFERENCES AND SEMINARS

For records relating to policies, procedures and routine matters regarding planning and organisation of conferences, seminars, forums, symposia, etc. and participation in those activities and functions. It includes records relating to agenda, minutes of meetings, proceedings, reports, programme run-downs, speeches, etc.

For allowances, use:

ALLOWANCES 4-30

For claims for travelling expenses, use:

CLAIMS 4-50
For security, use:

LICENCES, PASSES AND PERMITS  1-120; and
SECURITY     1-190

For vehicle booking, use:

TRANSPORTATION     1-195

See also:

COMMITTEES, COUNCILS AND COMMISSIONS     1-55

VISITS AND TOURS     1-200

1-80  CORPORATIONS AND FIRMS

For records relating to policies, procedures and routine matters including general correspondence, sponsorship activities, offer of services, and solicitations, etc. in relation to companies, firms and corporations.

If necessary, records on a specific subject should be filed under the appropriate subject provided in these schedules.

For products advertising pamphlets, brochures, etc. received from companies and firms, use:

CATALOGUES, MANUALS AND PRICE LISTS     3-20

1-85  ELECTIONS

For records relating to policies, procedures and routine matters regarding promotion, conduct and activities of elections, voters’ registration, poll results, etc.

For election activities of associations and clubs, use:

ASSOCIATIONS AND CLUBS     1-20
1-90 **EMERGENCY PLANNING**

For records relating to policies, procedures and routine matters regarding the planning, establishment and management of emergency co-ordination centres or an establishment of similar nature; and providing responses to emergency situations in the event of fires, floods, typhoons, other natural disasters, civil disturbances, riots, demonstrations, industrial accidents, etc. This subject group also covers records relating to preventive measures such as fire drills, course of actions taken, investigations and reports compiled to deal with emergencies and disasters.

For vital records protection programme, *use*:

**INFORMATION MANAGEMENT AND RECORDS MANAGEMENT**

6-60

*See also:*

**ACCIDENTS** 1-5

**ACCOMMODATION - DAMAGE** 2-20

**ACCOMMODATION - SECURITY** 2-30

1-95 **ENVIRONMENTAL MANAGEMENT**

For records relating to policies, procedures and routine matters regarding environmental protection and control issues, functions and activities.

For building management of office accommodation and quarters, *use*:

**ACCOMMODATION - BUILDING MANAGEMENT** 2-15

1-100 **GIFTS AND DONATIONS**

For records relating to policies, procedures and routine matters regarding the receipt and giving of gifts and donations.

For gifts and donations to charitable organisations, *use*:

**CHARITY** 1-45
For records relating to blood and organs donations, *use*:

**COMMUNITY HEALTH AND SAFETY**  1-60

*See also*:

**MONUMENTS**  1-130

**GRANTS AND FUNDS**  4-65

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**1-105  HISTORICAL MATTERS**

For records relating to the history, including the establishment, growth, merging and disbandment of B/Ds and activities of significance to B/Ds and the Government as a whole.

*See also*:

**MONUMENTS**  1-130

**ARCHIVES**  6-10

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**1-110  INTELLECTUAL PROPERTY (previously known as INVENTIONS, PATENTS AND COPYRIGHT)**

For records relating to policies, procedures and routine matters regarding applications, permissions and infringements to use and/or reproduce materials subject to intellectual property rights including copyright, patents, trade marks and registered designs, etc.

For financial arrangement/settlement regarding claims, *use*:

**CLAIMS**  4-50
1-115 **LEGAL MATTERS**

For records relating to policies, procedures and routine matters regarding legal matters, including legal actions, requests for legal advice and assistance, receipts of subpoenas to appear in court, claims of public interest immunity, etc.

For proposals/discussions/comments of new legislation and amendments to existing legislation, *use*:

**LEGISLATION** 1-10

For records relating to legal assistance and advice given to staff, *use*:

**STAFF RELATIONS** 5-70

*See also*:

**ACCIDENTS** 1-5

**COMPLAINTS** 1-70

**CLAIMS** 4-50

**ACCIDENTS AND INJURIES** 5-5

1-120 **LICENCES, PASSES AND PERMITS**

For records relating to policies, procedures and routine matters regarding the issuance, withdrawal, losses, destruction, etc. of licences, permits, passes, staff identification cards, etc. to/from or by a B/D.

*See also*:

**TRANSPORTATION** 1-195

**ACCOMMODATION - SECURITY** 2-30

1-125 **MANAGEMENT SERVICES**

For records relating to policies, procedures and routine matters regarding office procedural manuals, process and flow charts, business process re-engineering, office surveys, etc.
See also:

OFFICE SERVICES 1-135

PLANS AND PROGRAMMES 1-150

1-130 MONUMENTS

For records relating to policies, procedures and routine matters regarding the identification, regulation and preservation of buildings, columns, statues, objects of special historical interest, etc. **not covered by other subject groups in these schedules (i.e. Schedules 2 to 6).**

See also:

HISTORICAL MATTERS 1-105

ARCHIVES 6-10

1-135 OFFICE SERVICES

For records relating to policies, procedures and routine matters regarding internal office administration services such as photocopying and reproduction, secretarial support, word processing and typing, translation, simultaneous interpretation services, sign language interpretation services, postal and courier, and paper recycling services, etc.

For printing services, use:

PRINTING 3-50

1-140 OFFICIAL LANGUAGES

For records relating to policies, procedures and routine matters regarding the administration of official languages used in the Government.

For requests for translation service, use:

OFFICE SERVICES 1-135
1-145  ORGANISATION (previously known as ORGANIZATION)

For records relating to organisational structure, functions and responsibilities and
distribution of business of a B/D or an organisation/agency/office. This subject group
also covers development of organisational vision, mission, objectives and strategies,
re-organisation proposals, organisation charts, transfer of functions, etc.

For duties and responsibilities distribution regarding personnel, use:

   ESTABLISHMENT        5-30

1-150  PLANS AND PROGRAMMES

For records relating to programme planning, development, and implementation not
covered by other subject groups in these schedules (i.e. Schedules 2 to 6). This subject
group also covers records relating to reviews and evaluation of programmes and plans.

If necessary, plans and programmes of a specific subject could be filed under the
appropriate subject provided in these schedules.

For budget planning, use:

   BUDGETS        4-45

See also:

   MANAGEMENT SERVICES        1-125
PROTOCOL

For records relating to policies, procedures and routine matters regarding system of rules, code of behaviour, and priority order given to people in formal or ceremonial occasions. This subject group also covers wreaths, acceptance and wearing of medals and decorations, etc.

REPORTS AND STATISTICS

For records relating to reports and statistics regarding administrative (housekeeping) activities of a general nature not covered by other subject groups in these schedules (i.e. Schedules 2 to 6). It also covers drafts and supporting documentation, etc.

For reports of committees, associations, conferences and symposia, etc., see specific subjects in these schedules.

REPORTS AND STATISTICS - ANNUAL

For records relating to annual reports and statistics regarding administrative (housekeeping) activities not covered by other subject groups in these schedules (i.e. Schedules 2 to 6). It also covers drafts and supporting documentation, etc.

For reports of committees, associations, conferences and symposia, etc., see specific subjects in these schedules.

REPORTS AND STATISTICS - DAILY

For records relating to daily reports and statistics regarding administrative (housekeeping) activities not covered by other subject groups in these schedules (i.e. Schedules 2 to 6). It also covers drafts and supporting documentation, etc.

For reports of committees, associations, conferences and symposia, etc., see specific subjects in these schedules.
**1-175 REPORTS AND STATISTICS - MONTHLY**

For records relating to monthly reports and statistics regarding administrative (housekeeping) activities *not covered by other subject groups in these schedules* (i.e. Schedules 2 to 6). It also covers drafts and supporting documentation, etc.

For reports of committees, associations, conferences and symposia, etc., see specific subjects in these schedules.

**1-180 REPORTS AND STATISTICS - QUARTERLY**

For records relating to quarterly reports and statistics regarding administrative (housekeeping) activities *not covered by other subject groups in these schedules* (i.e. Schedules 2 to 6). It also covers drafts and supporting documentation, etc.

For reports of committees, associations, conferences and symposia, etc., see specific subjects in these schedules.

**1-185 REPORTS AND STATISTICS - WEEKLY**

For records relating to weekly reports and statistics regarding administrative (housekeeping) activities *not covered by other subject groups in these schedules* (i.e. Schedules 2 to 6). It also covers drafts and supporting documentation, etc.

For reports of committees, associations, conferences and symposia, etc., see specific subjects in these schedules.

**1-190 SECURITY**

For records relating to policies, procedures and routine matters regarding security or secrecy matters *not covered by other subject groups in these schedules* (i.e. Schedules 2 to 6).

For security of buildings, office accommodation and quarters, *use*:

**ACCOMMODATION - SECURITY** 2-30

For security clearance of staff, *use*:

**STAFF SECURITY / INTEGRITY CHECK** 5-85
For security of records and information, use:

**INFORMATION MANAGEMENT AND RECORDS MANAGEMENT**

6-60

See also:

**ACCOMMODATION - DAMAGE** 2-20

1-195 **TRANSPORTATION**

For records relating to policies, procedures, and routine matters regarding booking, use, hiring of transportation services, transportation requests and arrangements in general.

For travel arrangements of conferences and seminars, use:

**CONFERENCES AND SEMINARS** 1-75

For travel arrangements of visits and tours, use:

**VISITS AND TOURS** 1-200

For claims for travelling expenses, use:

**CLAIMS** 4-50

See also:

**VEHICLES** 3-75

1-200 **VISITS AND TOURS**

For records relating to policies, procedures and routine matters regarding the arrangements, preparation and conduct of travels and official visits of personnel to and from other cities, countries, regions, bureaux, departments, and organisations, etc.

This subject group also covers itineraries, preparation of addresses and speeches, reports and other relevant records.

For attending conferences and seminars, etc., use:

**CONFERENCES AND SEMINARS** 1-75
For vehicle booking, use:

TRANSPORTATION 1-195

For allowances, use:

ALLOWANCES 4-30

For claims for travelling expenses, use:

CLAIMS 4-50
SCHEDULE 2 - ACCOMMODATION AND FACILITIES

Schedule 2 is concerned with records relating to the acquisition, construction, allocation, fitting-out, use, management, renovation, maintenance, repairs and disposal of accommodation, including -

(a) office accommodation;
(b) specialist and departmental accommodation, including free-standing specialist and departmental buildings such as fire stations, libraries and law courts, and specialist and departmental accommodation that forms part of a building; and
(c) quarters such as general quarters, non-departmental quarters and disciplined services quarters.

Records relating to the procurement, installation, use, management, maintenance, repairs and disposal of communication systems and major building services facilities and utilities such as air-conditioning, heating, lighting, fire prevention and fighting devices, water, sewage, etc. are also included in this Schedule.

This Schedule DOES NOT COVER:

(a) Records relating to -

(i) quarters in the form of hotel accommodation,
(ii) housing benefits in the form of allowances, loans and subsidies, etc., and
(iii) financial and accounting matters relating to the respective subject groups, such as payment records arising from the procurement of communication systems and building services facilities

are dealt with in Schedule 4: FINANCE AND ACCOUNTING; and

(b) Records relating to procurement, installation, use, management, maintenance, repairs and disposal of goods and services (other than those communication systems, utilities, building services facilities, building management services (including cleaning and pest control services) and security services specified in Schedule 2) should be dealt with in Schedule 3: PROCUREMENT AND SUPPLIES.
2-5 ACCOMMODATION

For records relating to policies, procedures and routine matters regarding accommodation, quarters and other matters relating to building services facilities and utilities not covered by other subject groups in this Schedule. This subject group also covers reports and statistics relating to accommodation, utilities and building services facilities not covered by other subject groups in this Schedule.

2-10 ACCOMMODATION - ACQUISITION AND DISPOSAL

For records relating to policies, procedures and routine matters regarding forecast/estimate of accommodation requirements, planning and construction of new government-owned buildings and quarters.

This subject group also covers records relating to acquisition, lease, termination of lease, rental, transfer, disposal, etc. of buildings, properties, quarters and office accommodation; and the associated proposals, settlement, contracts, agreements, leases or related legal documents in relation to accommodation.

2-15 ACCOMMODATION - BUILDING MANAGEMENT

For records relating to policies, procedures and routine matters regarding general management of buildings, office accommodation and quarters not covered by subject groups 2-20 to 2-30 in this Schedule.

This subject group also covers records relating to cleaning, pest control, hire of indoor plants, janitorial services, garbage disposal, car park management, green management, energy conservation management, records relating to building management committee, etc.

For building maintenance and repairs, use:

   ACCOMMODATION - FITTING OUT AND REPAIRS     2-25

For security guard services, use:

   ACCOMMODATION - SECURITY     2-30

For maintenance and repairs of communication systems, use:

   COMMUNICATION SYSTEMS – MAINTENANCE AND REPAIRS     2-45
For maintenance and repairs of utilities and building services facilities, use:

**UTILITIES AND BUILDING SERVICES FACILITIES – MAINTENANCE AND REPAIRS** 2-60

For procurement and maintenance of equipment and supplies etc., use:

**EQUIPMENT, SUPPLIES AND SERVICES** 3-5

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2-20  **ACCOMMODATION - DAMAGE**

For records relating to policies, procedures and routine matters regarding damage (other than normal wear and tear) to buildings, premises, office accommodation and quarters, including investigations and reports. This subject group also covers damage to communication systems, utilities and building services facilities.

For claims in relation to damages, use:

**CLAIMS** 4-50

*See also:*

**ACCOMMODATION - FITTING OUT AND REPAIRS** 2-25

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2-25  **ACCOMMODATION - FITTING OUT AND REPAIRS (previously known as ACCOMMODATION - FITTING OUT)**

For records relating to policies, procedures and routine matters regarding fitting out, refurbishment, renovation, alteration, repair works, etc. of buildings, premises, office accommodation and quarters.

For installation of communication facilities such as telephone, fax, and other utilities, use:

**COMMUNICATION SYSTEMS - INSTALLATION AND DISPOSAL** 2-40

**UTILITIES AND BUILDING SERVICES FACILITIES – INSTALLATION AND DISPOSAL** 2-55
For repair works regarding communication facilities such as telephone, fax, and other utilities, *use*:

- **COMMUNICATION SYSTEMS – MAINTENANCE AND REPAIRS** 2-45
- **UTILITIES AND BUILDING SERVICES FACILITIES – MAINTENANCE AND REPAIRS** 2-60

For procurement and maintenance of furniture and furnishings, *use*:

- **FURNITURE AND FURNISHINGS** 3-35

*See also:*

- **ACCOMMODATION - BUILDING MANAGEMENT** 2-15
- **ACCOMMODATION - DAMAGE** 2-20

2-30  **ACCOMMODATION - SECURITY**

For records relating to policies, procedures and routine matters regarding control and administration of physical security such as security check rosters and reports, arrangement of security guard services, access and security codes of security systems for buildings, office accommodation and quarters.

For contingency/disaster plan and preventive measures covering fires, floods, typhoons, etc., *use*:

- **EMERGENCY PLANNING** 1-90

For issue and control of security passes and user IDs etc., use:

- **LICENCES, PASSES AND PERMITS** 1-120

*See also:*

- **SECURITY** 1-190
- **SECURITY EQUIPMENT AND SUPPLIES** 3-60
- **STAFF SECURITY / INTEGRITY CHECK** 5-85
2-35  COMMUNICATION SYSTEMS

For records relating to policies, procedures and routine matters regarding the management and use of telephone systems and lines, fax lines, radio communication systems and other communication systems not covered by subject groups 2-40 and 2-45 in this Schedule. This subject group also covers records relating to agreements, contracts, legal documents, leases, etc. of communication systems not covered by subject groups 2-40 and 2-45 in this Schedule.

2-40  COMMUNICATION SYSTEMS - INSTALLATION AND DISPOSAL

For records relating to policies, procedures and routine matters regarding the procurement, construction, installation and disposal of telephone systems and lines, fax lines, radio communication systems and other communication systems.

For installation and disposal of electronic mail systems and related supplies, use:

  COMPUTER EQUIPMENT AND SUPPLIES        3-30

See also:

  EQUIPMENT, SUPPLIES AND SERVICES        3-5

2-45  COMMUNICATION SYSTEMS – MAINTENANCE AND REPAIRS (previously known as COMMUNICATION SYSTEMS - MAINTENANCE)

For records relating to servicing, maintenance and repairs of telephone systems and lines, fax lines, radio communication systems and other communication systems.

For maintenance of communications equipment, supplies and services, use:

  EQUIPMENT, SUPPLIES AND SERVICES        3-5
2-50 UTILITIES AND BUILDING SERVICES FACILITIES (previously known as UTILITIES)

For records relating to policies, procedures and routine matters regarding the management and use of utilities and building services facilities such as air-conditioning and ventilation systems, lighting, heating and electrical systems, lifts and escalators, fire-fighting systems, water and plumbing systems, etc. not covered by subject groups 2-55 and 2-60 in this Schedule. This subject group also covers records relating to agreements, contracts, legal documents, leases, etc. of utilities and building services facilities not covered by subject groups 2-55 and 2-60 in this Schedule.

2-55 UTILITIES AND BUILDING SERVICES FACILITIES - INSTALLATION AND DISPOSAL (previously known as UTILITIES – INSTALLATION AND DISPOSAL)

For records relating to policies, procedures and routine matters regarding the procurement, installation, construction and disposal of utilities and building services facilities such as air-conditioning and ventilation systems, lighting, heating and electrical systems, lifts and escalators, fire-fighting systems, water and plumbing systems, etc.

For procurement and disposal of equipment, supplies and services, use:

   EQUIPMENT, SUPPLIES AND SERVICES 3-5

2-60 UTILITIES AND BUILDING SERVICES FACILITIES – MAINTENANCE AND REPAIRS (previously known as UTILITIES – MAINTENANCE)

For records relating to the servicing, maintenance and repairs of utilities and building services facilities such as air-conditioning and ventilation systems, lighting, heating and electrical systems, lifts and escalators, fire-fighting systems, water and plumbing systems, etc.

For maintenance and servicing of equipment, supplies and services, use:

   EQUIPMENT, SUPPLIES AND SERVICES 3-5
SCHEDULE 3 – PROCUREMENT AND SUPPLIES
(previously known as EQUIPMENT AND SUPPLIES)

Schedule 3 is concerned with records relating to procurement and supplies to document the acquisition of goods and services, control of stocks, maintenance of equipment and facilities, loan, transfer, write-off, disposal and other related management matters of day-to-day procurement and supplies operations.

This schedule DOES NOT COVER:

(a) Records relating to procurement, installation, management, maintenance and disposal of communication systems and utilities as well as procurement of building management services, cleaning services, pest control services and security services that are dealt with in Schedule 2: ACCOMMODATION AND FACILITIES. However, this Schedule does cover records on procurement and supplies of computer systems, including electronic mail systems and telecommunications equipment;

(b) Financial records of payments arising from the procurement of equipment, supplies and services that are dealt with in Schedule 4: FINANCE AND ACCOUNTING; and

(c) Records relating to the provision of internal library or related reference services, and the administration of departmental library including acquisition, collection development, classification and cataloguing, procurement and disposal of library materials and supplies that are dealt with in Schedule 6: INFORMATION SYSTEMS AND SERVICES. However, according to paragraph 406(a) of the Records Management Manual, “library and museum materials acquired solely for reference or exhibition purposes” are non-records and fall outside the scope of all schedules.
3-5 EQUIPMENT, SUPPLIES AND SERVICES (previously known as EQUIPMENT AND SUPPLIES)

For records relating to policies, procedures and routine matters regarding the procurement, issue, general management and use, loan, maintenance and servicing, stock taking, write-off, transfer and disposal, etc. of equipment, supplies and services, where applicable, if such records are not covered by other subject groups in this Schedule.

See also:

Individual types of equipment and supplies below.

3-10 AUDIOVISUAL AND PHOTOGRAPHIC EQUIPMENT AND SUPPLIES

For records relating to policies, procedures and routine matters regarding the procurement, issue, general management and use, loan, maintenance and servicing, stock taking, write-off, transfer and disposal, etc. of audiovisual and photographic equipment and supplies such as projectors, tape recorders, video cassette recorders, video cameras, television sets, films, microfilms, tapes, etc. and related services where applicable.

See also:

COMPUTER EQUIPMENT AND SUPPLIES 3-30
OFFICE MACHINES AND EQUIPMENT 3-45
INFORMATION SERVICES - AUDIOVISUAL AIDS 6-30

3-15 CANTEEN AND PANTRY EQUIPMENT AND SUPPLIES

For records relating to policies, procedures and routine matters regarding the procurement, issue, general management and use, loan, maintenance and servicing, stock taking, write-off, transfer and disposal, etc. of equipment and supplies for canteens,pantries and cafeterias and related services where applicable.

For the establishment, management and use of eating places, use:

CAFETERIAS AND EATING FACILITIES 1-30

For the management and use of utilities such as air conditioning, heating and water supply systems, etc., use:

UTILITIES AND BUILDING SERVICES FACILITIES 2-50
3-20  CATALOGUES, MANUALS AND PRICE LISTS

For records relating to policies, procedures and routine matters regarding the procurement, collection, disposal, etc. of technical data, equipment and supplies catalogues, manuals, price lists, etc.

If necessary, this type of records may be filed under specific types of equipment and supplies in this schedule.

3-25  CLOTHING

For records relating to policies, procedures and routine matters regarding the procurement, issue and return, use, loan, stock taking, write-off, transfer and disposal, cleaning services and general management of clothing, uniforms, smocks, outfits, etc.

3-30  COMPUTER EQUIPMENT AND SUPPLIES

For records relating to policies, procedures and routine matters regarding the procurement, issue, general management and use, loan, maintenance and servicing, stock taking, write-off, transfer and disposal, etc. of computer equipment, including electronic mail systems, and related supplies and services where applicable.

Includes also evaluation, selection, user specifications and requirements, feasibility studies and reports, etc.

See also:

INFORMATION TECHNOLOGY AND COMPUTER SYSTEMS  6-15

3-35  FURNITURE AND FURNISHINGS

For records relating to policies, procedures and routine matters regarding the procurement, issue, general management and use, loan, maintenance and servicing, stock taking, write-off, transfer and disposal, etc. of furniture and furnishings, clocks, chairs, desks, records storage equipment, etc. of office accommodation and staff quarters where applicable.

See also:

SECURITY EQUIPMENT AND SUPPLIES  3-60
3-40 MEDICAL EQUIPMENT AND SUPPLIES

For records relating to policies, procedures and routine matters regarding the procurement, issue, general management and use, loan, maintenance and servicing, stock taking, write-off, transfer and disposal, etc. of medical equipment, such as cardiac defibrillator, drugs, and related supplies and services where applicable.

3-45 OFFICE MACHINES AND EQUIPMENT

For records relating to policies, procedures and routine matters regarding the procurement, issue, general management and use, loan, maintenance and servicing, stock taking, write-off, transfer and disposal, etc. of office machines and equipment such as photocopiers, typewriters, calculating machines, paper shredders, telecommunications equipment (e.g. mobile phones, fax machines, pagers, telephone handsets and hand-held radios) and related supplies and services where applicable.

See also:

AUDIOVISUAL AND PHOTOGRAPHIC EQUIPMENT AND SUPPLIES 3-10

COMPUTER EQUIPMENT AND SUPPLIES 3-30

SECURITY EQUIPMENT AND SUPPLIES 3-60

3-50 PRINTING

For records relating to policies, procedures and routine matters regarding printing requests for documentation, departmental forms, stationery, manuals, books, posters, etc.

For distribution of books and publications, use:

INFORMATION SERVICES - BOOKS AND PUBLICATIONS 6-35

For distribution of procedural manuals, use:

MANAGEMENT SERVICES 1-125

See also:

OFFICE SERVICES 1-135
3-55 RECREATIONAL EQUIPMENT AND SUPPLIES

For records relating to policies, procedures and routine matters regarding the procurement, issue, general management and use, loan, maintenance and servicing, stock taking, write-off, transfer and disposal, etc. of recreational equipment, and related supplies and services where applicable.

3-60 SECURITY EQUIPMENT AND SUPPLIES

For records relating to policies, procedures and routine matters regarding the procurement, issue, general management and use, loan, maintenance and servicing, stock taking, write-off, transfer and disposal, etc. of security equipment and supplies such as access control system, alarm systems, CCTV, locks, safes, etc. and services where applicable.

See also:

ACCOMMODATION - SECURITY 2-30

OFFICE MACHINES AND EQUIPMENT 3-45

3-65 STATIONERY

For records relating to policies, procedures and routine matters regarding the procurement, issue, general management and use, loan, stock taking, write-off, transfer and disposal, etc. of stationery items.

For printing requests, use:

PRINTING 3-50

3-70 TECHNICAL EQUIPMENT AND SUPPLIES

For records relating to policies, procedures and routine matters regarding the procurement, issue, general management and use, loan, maintenance and servicing, stock taking, write-off, transfer and disposal, etc. of technical equipment including specialist equipment such as fire fighting equipment, and related supplies and services, where applicable, if such records are not covered in subject groups 3-10 to 3-65 and 3-75 in this Schedule.
VEHICLES

For records relating to policies, procedures and routine matters regarding the procurement, issue, general management and use, loan, maintenance and servicing, stock taking, write-off, transfer and disposal, etc. of vehicles. The scope of this subject group also covers aircrafts and vessels.

See also:

TRANSPORTATION    1-195
SCHEDULE 4 – FINANCE AND ACCOUNTING
(previously known as FINANCE)

Schedule 4 is concerned with financial and accounting records common to government bureaux and departments (B/Ds), including records relating to expenditure, revenue, fixed assets, allotments, appropriations and disbursements, audits, claims, debts to and of the Government, estimates, funds, grants, banking operations, salary and wage matters and various types of financial transactions. It also covers records of various activities performed by B/Ds relating to receipt, control, management, use and audit of public funds.

This Schedule DOES NOT COVER records relating to procurement and supplies matters, which are dealt with in Schedule 3: PROCUREMENT AND SUPPLIES. However, it does cover records relating to payments arising from procurement and supplies.
4-5  FINANCE AND ACCOUNTING (previously known as FINANCE)

For records relating to policies, procedures and routine matters regarding finance and accounting not covered by other subject groups in this Schedule.

4-10  ACCOUNTS AND ACCOUNTING

For records relating to policies, procedures and routine matters regarding the administration of accounting systems, classification of accounts, accounting control and analysis, summary and reporting of accounting transactions. This subject group covers records on accrual accounting, including those on fixed assets, receipt of deposits and bail money by government B/Ds, and any accounting matters not covered by subject groups 4-15 to 4-30, 4-40, 4-50 and 4-60 to 4-85.

See also:

FEES AND CHARGES 4-60

4-15  EXPENDITURE (previously known as ACCOUNTS PAYABLE)

For records relating to policies, procedures and routine matters regarding expenditure, including correspondence, originals and copies of payment transactions and other supporting documentation in relation to departmental expenses, personal emoluments, personnel related expenses and other financial charges of government B/Ds not covered by subject groups 4-25, 4-30, 4-40, 4-50 and 4-60 to 4-85.

See also:

ADVANCES 4-25
ALLOWANCES 4-30
CLAIMS 4-50
4-20  REVENUE (previously known as ACCOUNTS RECEIVABLE)

For records relating to policies, procedures and routine matters regarding revenue, including revenue generated through sales, services, fines, contract penalties and sources other than taxation **not covered by subject groups 4-25, 4-40, 4-50, 4-60 to 4-70, 4-80 and 4-85**.

4-25  ADVANCES

For records relating to policies, procedures and routine matters regarding cash, salary and other advances.

*See also:*

- EXPENDITURE 4-15
- ALLOWANCES 4-30
- SALARIES 4-85

4-30  ALLOWANCES

For records relating to policies, procedures and routine matters regarding the administration of allowances such as housing, travelling, subsistence, overseas, hardship, extraneous duties, shift duty, overtime, and honoraria paid under CSR 679, etc.

For time-off allowance, *use:*

- HOURS OF WORK AND OVERTIME 5-40

*See also:*

- EXPENDITURE 4-15
- ADVANCES 4-25
- CLAIMS 4-50
- SALARIES 4-85
4-35 AUDITS

For records relating to policies, procedures and routine matters regarding the administration of audits, which includes examination of financial records, audit queries, reviews of agreements/contracts, internal control and computer systems.

For administrative audits, use:

  MANAGEMENT SERVICES  1-125

4-40 BANKS AND BANKING

For records relating to policies, procedures and routine matters regarding the establishment, maintenance and closing of accounts with banks and other financial institutions.

4-45 BUDGETS

For records relating to policies, procedures and routine matters regarding budgetary practices, controls, programmes, forecasts, estimates, etc. These include records relating to the preparation of Budgets.

If necessary, forecasts and estimates of a specific subject may be filed under the appropriate subject provided in these schedules.

4-50 CLAIMS

For records relating to policies, procedures and routine matters regarding the financial arrangement and settlement of various claims made to or by government B/Ds.

See also:

  EXPENDITURE  4-15
  ADVANCES    4-25
  ALLOWANCES  4-30
4-55 EXPENDITURE CONTROL

For records relating to policies, procedures and routine matters regarding the expenditure guidelines, and the administration and control of expenditure.

See also:

AUDITS 4-35
BUDGETS 4-45

4-60 FEES AND CHARGES

For records relating to policies, procedures and routine matters regarding the calculation of fees and charges for services rendered and received, and for facilities and equipment provided and used, etc.

For financial transactions, use:

EXPENDITURE 4-15
REVENUE 4-20

4-65 GRANTS AND FUNDS

For records relating to policies, procedures and routine matters regarding the award of grants or funds to, from and within the Government to carry out specific projects and assignments, etc.

See also:

GIFTS AND DONATIONS 1-100
RECREATION AND WELFARE 5-65
4-70 **INSURANCE**

For records relating to policies, procedures and routine matters regarding insurance such as fire, liability, theft for properties and vehicles, death gratuity, ex-gratia payment, Surviving Spouses’ and Children’s Pensions Scheme, Widows and Orphans Pension Scheme, etc.

4-75 **PENSION**

For records relating to policies, procedures and routine matters regarding the administration of staff pension, annual allowance, short service gratuity, provident fund, pension gratuity, long service payment and severance payment, etc.

For Surviving Spouses' and Children's Pensions Scheme, Widows and Orphans Pension Scheme, *use*:

**INSURANCE** 4-70

*See also:*

**TERMINATION OF SERVICE** 5-90

4-80 **RETURNS AND STATEMENTS**

For records relating to policies, procedures and routine matters regarding returns and statements of financial transactions.

4-85 **SALARIES**

For records relating to policies, procedures and routine matters regarding the administration and payment of employee salaries, wages and contract gratuity. Includes records relating to the calculation of pay, deductions from and adjustments to pay.

*See also:*

**ADVANCES** 4-25

**ALLOWANCES** 4-30

**HOURS OF WORK AND OVERTIME** 5-40
SCHEDULE 5 - HUMAN RESOURCES
( previously known as PERSONNEL)

Schedule 5 is concerned with human resources records common to government bureaux/departments (B/Ds), including records relating to appointments, conduct and discipline, hours of work, human resources planning, leave, occupational safety and health, promotion, staff performance and appraisal, staff relations, training and development, personal case records, etc. A majority of these records are related to employment-related personal data of civil servants, non-civil service contract staff (NCSC staff) and other government employees.

This Schedule DOES NOT COVER:

(a) individual pay records which are dealt with in Schedule 4: FINANCE AND ACCOUNTING; and

(b) records relating to hire of services for manpower (including supplying agency workers) which are dealt with in the respective schedules. For example, records relating to procurement of security guard services are dealt with in Schedule 2: ACCOMMODATION AND FACILITIES and financial records relating to payment of services are dealt with in Schedule 4: FINANCE AND ACCOUNTING.
5-5 ACCIDENTS AND INJURIES

For records relating to policies, procedures and routine matters regarding accidents and personal injuries caused to staff by accidents arising out of and in the course of employment.

For financial arrangement/settlement relating to claims, use:

CLAIMS 4-50

See also:

ACCIDENTS 1-5

5-10 APPOINTMENTS AND POSTING

For records relating to policies, procedures and routine matters regarding appointments of staff, including probation, acting, posting, loan, secondment, attachment, redeployment and transfer. Records relating to terms of appointment and conditions of service applicable to serving officers on in-service appointment are included.

For honorary appointments, use:

AWARDS AND HONOURS 5-15

For recruitment and conditions of service, use:

RECRUITMENT 5-25

5-15 AWARDS AND HONOURS

For records relating to policies, procedures and routine matters regarding awards, honours, decorations, citations, and commendations given to staff.

See also:

APPRECIATION AND CONDOLENCES 1-15
5-20  CONDUCT AND DISCIPLINE

For records relating to policies, procedures and routine matters regarding staff conduct, code of behaviour in office and disciplinary matters.

See also:

COMPLAINTS  1-70
STAFF RELATIONS - APPEALS AND GRIEVANCES  5-75
TERMINATION OF SERVICE  5-90

5-25  RECRUITMENT (previously known as EMPLOYMENT AND RECRUITMENT)

For records relating to policies, procedures and routine matters regarding application, advertising, interview, offer or rejection of positions, terms and conditions of service, etc.

5-28  EQUAL EMPLOYMENT OPPORTUNITY (term added to align with GARDS)

For records relating to policies, procedures, arrangements, complaints and investigations concerning equal employment opportunities irrespective of age, disability, family status, marital status, pregnancy, sex, race, etc. in recruitment, promotion, terms and conditions of employment, transfer, training, etc.

See also:

RECRUITMENT  5-25
STAFF RELATIONS - APPEALS AND GRIEVANCES  5-75
5-30 ESTABLISHMENT

For records relating to policies, procedures and routine matters regarding establishment and strength, guidance in evaluating positions and responsibilities, grade reviews, post auditing and position analyses, duty and job lists, etc.

See also:

ORGANISATION 1-145
HUMAN RESOURCES PLANNING 5-45

5-35 HEALTH AND SAFETY

For records relating to policies, procedures and routine matters regarding health and safety, including medical and dental health, first aid, occupational or industrial health and safety, accident prevention, non-smoking in workplace, etc.

For office or building safety programmes, use:

ACCOMMODATION - SECURITY 2-30

See also:

COMMUNITY HEALTH AND SAFETY 1-60
STAFF RELATIONS - APPEALS AND GRIEVANCES 5-75

5-40 HOURS OF WORK AND OVERTIME

For records relating to policies, procedures and routine matters regarding the management of working hours, overtime, attendance and punctuality, time off for special events, early closing, flexible hours, duty rosters, outside work, etc.

For overtime allowance, use:

ALLOWANCES 4-30

For time sheets/logs and attendance books and diaries, etc., use:

SALARIES 4-85
See also:

LEAVE AND AUTHORISED ABSENCE      5-50

5-45  HUMAN RESOURCES PLANNING

For records relating to policies, procedures and routine matters regarding the planning for
staff requirements, allocation, control, etc. including planning for career management,
staff succession plans, etc.

See also:

APPOINTMENTS AND POSTING       5-10
RECRUITMENT          5-25
ESTABLISHMENT       5-30

5-50  LEAVE AND AUTHORISED ABSENCE (previously known as LEAVE)

For records relating to policies, procedures and routine matters regarding the
management of various types of leave (such as vacation leave, sick leave and maternity
leave), leave rosters, authorised absence not counting as leave, etc.

For time off, use:

HOURS OF WORK AND OVERTIME      5-40

5-55  PERFORMANCE AND APPRAISAL  (previously known as PERFORMANCE
APPRAISAL)

For records relating to policies, procedures and routine matters regarding staff
performance and appraisals, including performance standards, reports and statistics, etc.
5-60  PROMOTIONS AND EXAMINATIONS

For records relating to policies, procedures and routine matters regarding examinations to test skills, knowledge and competency of staff and promotions.

5-65  RECREATION AND WELFARE

For records relating to policies, procedures and routine matters regarding the administration of staff’s recreational and welfare activities and programmes, including Staff Welfare Fund and emergency relief funds, etc.

5-70  STAFF RELATIONS

For records relating to policies, procedures and routine matters regarding staff relations and services which are not covered in subject groups 5-75 and 5-80 in this Schedule.

5-75  STAFF RELATIONS - APPEALS AND GRIEVANCES

For records relating to policies, procedures and routine matters regarding the handling of staff complaints, grievances, appeals, etc.

See also:

COMPLAINTS 1-70
CONDUCT AND DISCIPLINE 5-20

5-80  STAFF RELATIONS - UNION

For records relating to policies, procedures and routine matters regarding relationships between management and staff unions, groups or associations, etc. Also includes records of collective agreements or contracts, negotiations, adjudication, arbitration, etc.
5-85 STAFF SECURITY / INTEGRITY CHECK (previously known as STAFF SECURITY)

For records relating to policies, procedures and routine matters regarding vetting and security clearance of staff.

See also:

SECURITY 1-190

5-90 TERMINATION OF SERVICE

For records relating to policies, procedures and routine matters regarding retirement, resignation, dismissal, etc.

See also:

PENSION 4-75

CONDUCT AND DISCIPLINE 5-20

5-95 TRAINING AND DEVELOPMENT

For records relating to policies, procedures and routine matters regarding the preparation and administration of staff training programmes and activities including in-house and outside courses and programmes, types and content of courses, applications, nominations and placements, brochures, attendance records, programme reviews, etc.

See also:

APPOINTMENTS AND POSTING 5-10
SCHEDULE 6 – MANAGEMENT OF INFORMATION, INFORMATION SERVICES AND INFORMATION TECHNOLOGY
(previously known as INFORMATION SYSTEMS AND SERVICES)

Schedule 6 is concerned with records relating to -

(a) management of information and records including creation, collection, classification, organisation, storage, retrieval and access, use, retention and disposal, and preservation of information and records;

(b) various information services common to government bureaux and departments (B/Ds), including handling requests for access to information and personal data, internal library services, activities and projects of public and media relations, and development of government publications; and

(c) application and use of information technology including development of computer systems to support business operations, delivery of public services, management of information, etc.

This schedule DOES NOT COVER:

(a) records relating to procurement and supplies matters (other than those relating to library materials and supplies specified in Schedule 6) including procurement and maintenance of computer systems and equipment which are dealt with in Schedule 3: PROCUREMENT AND SUPPLIES; and

(b) financial records arising from the purchase of equipment and supplies including procurement and maintenance of computer systems and equipment which are dealt with in Schedule 4: FINANCE AND ACCOUNTING.
For records relating to policies, procedures and routine matters including enquiries and correspondence regarding access to information or records.

For records relating to policies, procedures and routine matters regarding archival preservation of government information and records.

For archival shelving, use:

**FURNITURE AND FURNISHINGS** 3-35

For access to archives, use:

**ACCESS** 6-5

See also:

**HISTORICAL MATTERS** 1-105

**MONUMENTS** 1-130

**INFORMATION MANAGEMENT AND RECORDS MANAGEMENT** 6-60

For records relating to policies, procedures and routine matters regarding the use and application of information technology (IT), including IT standards, practices, infrastructure, networking, IT security, departmental websites, etc. that are **not covered by other subject groups in this Schedule**.

This subject group also covers records relating to the design, development, implementation, governance and system administration of computer systems that are not covered by other subject groups in this Schedule.

For management of electronic data/information, use:

**INFORMATION MANAGEMENT AND RECORDS MANAGEMENT** 6-60
See also:

EMERGENCY PLANNING          1-90
COMPUTER EQUIPMENT AND SUPPLIES     3-30

6-20 INFORMATION SERVICES

For records relating to policies, procedures and routine matters regarding administration of public relations, public affairs, media relations, customer relationship, publicity, etc. not covered by subject groups 6-25 to 6-50 in this Schedule.

6-25 INFORMATION SERVICES - ADVERTISING

For records relating to policies, procedures and routine matters regarding advertising or promoting the image of a government B/D through mass media and social media including newspapers, magazines, radio, television, and websites. This subject group also covers records relating to corporate branding.

See also:

INFORMATION SERVICES – PRESS CLIPPINGS       6-45

6-30 INFORMATION SERVICES - AUDIOVISUAL AIDS

For records relating to policies, procedures and routine matters regarding administration and production of photographs, video recordings, motion pictures, slide shows, miscellaneous audiovisual aids, etc.

For purchase of audiovisual supplies, use:

AUDIOVISUAL AND PHOTOGRAPHIC EQUIPMENT AND SUPPLIES     3-10
6-35 INFORMATION SERVICES - BOOKS AND PUBLICATIONS

For records relating to policies, procedures and routine matters regarding the preparation, administration, promotion, sale, distribution, etc. of all books, brochures, pamphlets and publications produced by government B/Ds not covered by other subject groups in these schedules.

For administrative bulletins, use:

CIRCULARS AND DIRECTIVES 1-50

For office manuals, use:

MANAGEMENT SERVICES 1-125

See also:

PRINTING 3-50

6-40 INFORMATION SERVICES - EXHIBITIONS

For records relating to policies, procedures and routine matters of organising exhibitions, roving shows, displays and shows.

6-45 INFORMATION SERVICES - PRESS CLIPPINGS

For records relating to policies, procedures and routine matters regarding the administration of press cuttings of government B/Ds.

Press clippings files could be subdivided by specific subjects if necessary.

6-50 INFORMATION SERVICES - PRESS CONFERENCES AND RELEASES

For records relating to policies, procedures and routine matters regarding the preparation, organisation, administration, etc. of press conferences and releases.
LIBRARY SERVICES

For records relating to policies, procedures and routine matters regarding the provision of internal library or related reference services.

This subject group also covers records relating to policies, procedures and routine matters regarding the administration of departmental library including acquisition, collection development, classification and cataloguing, procurement and disposal of library materials and supplies.

INFORMATION MANAGEMENT AND RECORDS MANAGEMENT (previously known as RECORDS MANAGEMENT)

For records relating to policies, procedures and routine matters regarding information management, records management and knowledge management practised by government B/Ds including creation, classification, organisation, retrieval, access, tracking, storage, retention and disposal of information and records, vital records protection, etc.

This subject group also covers records relating to records management reviews/audits, security classification of information and records, data privacy and protection, management and design of departmental forms, etc.

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- Library Material Use LIBRARY SERVICES .... .......................... .......................... .......................... 6-55
- Records Use INFORMATION MANAGEMENT AND RECORDS MANAGEMENT..... 6-60
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- Safes Use SECURITY EQUIPMENT AND SUPPLIES... 3-60
- Sale Use EQUIPMENT, SUPPLIES AND SERVICES or specific equipment by type... 3-5
- Security Use SECURITY EQUIPMENT AND SUPPLIES... 3-60
- Shelving Use FURNITURE AND FURNISHINGS... 3-35
- Shredders
  - Paper Use OFFICE MACHINES AND EQUIPMENT... 3-45
  - Sports Use RECREATIONAL EQUIPMENT AND SUPPLIES... 3-55
  - Stationery Use STATIONERY... 3-65
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- Tape Recorders Use AUDIOVISUAL AND PHOTOGRAPHIC SUPPLIES... 3-10
- Technical Use TECHNICAL EQUIPMENT AND SUPPLIES... 3-70
- Training See Training
- Typewriters Use OFFICE MACHINES AND EQUIPMENT... 3-45
- Uniforms Use CLOTHING... 3-25
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- Vehicles Use VEHICLES... 3-75
- Video Cassettes Use AUDIOVISUAL AND PHOTOGRAPHIC EQUIPMENT AND SUPPLIES... 3-10
- Write-offs See Disposal

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ESTABLISHMENT (STAFF) Use ESTABLISHMENT ... ................................. ........................ ........................ 5-30

ESTATES:  See Accommodation

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- Equipment
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  specific equipment by type ................................................................. ................................. ................................. 3-5
  - Communication Systems  Use COMMUNICATION SYSTEMS -
    INSTALLATION AND DISPOSAL ................................................................. ................................. ................................. 2-40
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- Records Management  Use INFORMATION MANAGEMENT AND
  RECORDS MANAGEMENT ................................................................. ................................. ................................. 6-60
- Utilities  Use UTILITIES AND BUILDING SERVICES FACILITIES -
  INSTALLATION AND DISPOSAL ................................................................. ................................. ................................. 2-55
- Office Operation  Use MANAGEMENT SERVICES ................................................................. ................................. ................................. 1-125
- Office Systems  Use MANAGEMENT SERVICES ................................................................. ................................. ................................. 1-125
- Programmes (Operational)  Use PLANS AND PROGRAMMES ................................................................. ................................. ................................. 1-150
- Records  Use INFORMATION MANAGEMENT AND RECORDS MANAGEMENT ................................................................. ................................. 6-60
- Staff  Use PERFORMANCE AND APPRAISAL ................................................................. ................................. ................................. 5-55

EXAMINATIONS:

- Medical
  - Employment  Use RECRUITMENT ................................................................. ................................. ................................. 5-25
  - Inquiry  Use COMMITTEES, COUNCILS AND COMMISSIONS ................................................................. ................................. 1-55
- Promotion  Use PROMOTIONS AND EXAMINATIONS ................................................................. ................................. ................................. 5-60

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- Policy and Procedures Use EXPENDITURE CONTROL ............. ............. ....... 4-55
- General Use EXPENDITURE ......................................................... .......... 4-15
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- Allowances Use ALLOWANCES......................................................... .......... 4-30
- Bills See Fees
- Claims Use CLAIMS......................................................... .......... 4-50
- Control Use EXPENDITURE CONTROL......................................................... .......... 4-55
- Fees See Fees
- Purchase Use EXPENDITURE ......................................................... .......... 4-15
- Refunds Use EXPENDITURE ......................................................... .......... 4-15
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- Prevention Use EMERGENCY PLANNING ......................................................... .......... 1-90

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EXTRANEOUS DUTIES ALLOWANCES: Use ALLOWANCES ......................................................... .......... 4-30
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- Expenditure Use EXPENDITURE .................................................. 4-15
- Installation Use COMMUNICATION SYSTEMS - INSTALLATION AND DISPOSAL ............................ 2-40
- Maintenance Use COMMUNICATION SYSTEMS - MAINTENANCE AND REPAIRS.. 2-45
- Service  Use OFFICE SERVICES .................................................. 1-135

FANS:  Use UTILITIES AND BUILDING SERVICES FACILITIES or specific subjects ........................................... 2-50

FAX:  See Facsimiles

FAX-MODEM (MODULATOR/DEMODULATOR):  See Electronic Data Processing (EDP)

FEDERATIONS:  Use ASSOCIATIONS AND CLUBS ................................................................. 1-20

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- Calculation  Use FEES AND CHARGES .................................................. 4-60
- Expenditure Use EXPENDITURE .................................................. 4-15
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- Revenue  Use REVENUE .................................................. 4-20

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  - Accounts Receivable Use REVENUE ...... 4-20
- Advances Use ADVANCES...... 4-25
- Allowances Use ALLOWANCES......... 4-30
- Analysis Use ACCOUNTS AND ACCOUNTING...... 4-10
- Audits Use AUDITS... 4-35
- Banks Use BANKS AND BANKING...... 4-40
- Budgets Use BUDGETS......... 4-45
- Charges See Charges
- Claims Use CLAIMS. 4-50
- Control
  - General Use ACCOUNTS AND ACCOUNTING...... 4-10
  - Expenditure Use EXPENDITURE CONTROL..... 4-55
  - Estimates Use BUDGETS........ 4-45
  - Accounts Payable Use EXPENDITURE... 4-15
  - Fees See Fees
  - Financial Institutions Use BANKS AND BANKING...... 4-40
  - Forecasts Use BUDGETS........ 4-45
  - Funds See Funds
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  - Insurance Use INSURANCE... 4-70
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  - Pension Use PENSION........ 4-75
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- Drills  Use EMERGENCY PLANNING .......... ................. ................. 1-90
- Fire-fighting Equipment  Use TECHNICAL EQUIPMENT AND SUPPLIES .......... 3-70
- Incidents of  Use EMERGENCY PLANNING .......... ................. ................. 1-90
- Injuries (Staff)
  - General  Use ACCIDENTS AND INJURIES ................. ................. .......... 5-5
  - Claims  Use ACCIDENTS AND INJURIES .......... ................. .......... 5-5
  - Financial Arrangement/Settlement  Use CLAIMS .......... ................. 4-50
- Insurance  Use INSURANCE .......... ................. ................. ................. 4-70
- Investigations  Use EMERGENCY PLANNING .......... ................. ................. 1-90
- Precaution  Use EMERGENCY PLANNING .......... ................. ................. 1-90
- Prevention  Use EMERGENCY PLANNING .......... ................. ................. 1-90
- Regulations  Use EMERGENCY PLANNING .......... ................. ................. 1-90
- Reports  Use EMERGENCY PLANNING .......... ................. ................. 1-90

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- Community  Use COMMUNITY HEALTH AND SAFETY .......... ................. .......... 1-60
- Job-related  Use HEALTH AND SAFETY .......... ................. ................. 5-35

Fitting Out  Use ACCOMMODATION - FITTING OUT AND REPAIRS .......... ................. 2-25

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- Boards of Inquiry  Use COMMITTEES, COUNCILS AND COMMISSIONS .......... ..... 1-55
- Damage to Accommodation
  - General  Use ACCOMMODATION - DAMAGE ................. ................. .......... 2-20
  - Claims  Use CLAIMS .......... ................. ................. ................. 4-50
- Drills  Use EMERGENCY PLANNING .......... ................. ................. 1-90
- Incidents of  Use EMERGENCY PLANNING .......... ................. ................. 1-90
FLOODS (CONTD.):

- Injuries (Staff)
  - General Use ACCIDENTS AND INJURIES................................. ........ ........... 5-5
  - Claims Use ACCIDENTS AND INJURIES................................. ........ ........... 5-5
  - Financial Arrangement/Settlement Use CLAIMS................................. ........ ........... 4-50
- Insurance Use INSURANCE................................. ........ ........ ........ ........ ... 4-70
- Investigations Use EMERGENCY PLANNING................................. ........ ........... 1-90
- Precaution Use EMERGENCY PLANNING................................. ........ ........... 1-90
- Prevention Use EMERGENCY PLANNING................................. ........ ........... 1-90
- Regulations Use EMERGENCY PLANNING................................. ........ ........... 1-90
- Reports Use EMERGENCY PLANNING................................. ........ ........... 1-90

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- Financial Use BUDGETS or specific subjects ........................................... ........ ........... 4-45
- Staff Use HUMAN RESOURCES PLANNING ................................................. ........ ........... 5-45

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- Design Use INFORMATION MANAGEMENT AND RECORDS MANAGEMENT ....... 6-60
- Management Use INFORMATION MANAGEMENT AND RECORDS MANAGEMENT . 6-60
- Printing Use PRINTING................................................................. ........ ........... 3-50

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- Management Use MANAGEMENT SERVICES ................................................. .......... ... 1-125
- Organisation Use ORGANISATION ......................................................... .......... ... 1-145

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- Projects Use GRANTS AND FUNDS......................................................... ........ ........... 4-65
- Provident Fund Use PENSION................................................................. ........ ........... 4-75
- Scholarships Use AWARDS AND HONOURS........................................... ........ ........... 5-15
- Staff Welfare Fund Use RECREATION AND WELFARE................................................. ........ ........... 5-65

FUNERALS: Use APPRECIATION AND CONDOLENCES................................................. ........ ........... 1-15
FURNISHINGS:  See  Furniture

FURNITURE:

- General  Use  FURNITURE AND FURNISHINGS  .....................  ............  ....  3-35
- Allowances  Use  ALLOWANCES  ...........  .....................................  ....  4-30
GARBAGE DISPOSAL: Use ACCOMMODATION - BUILDING MANAGEMENT .......... ..... 2-15

GAS:
- Expenditure Use EXPENDITURE .............................................................. .......... .......... ..... 4-15
- Utilities Use UTILITIES AND BUILDING SERVICES FACILITIES or specific subjects ................. .............................................................. .......... .......... .......... .. 2-50

GAZETTES NOTICES: Use INFORMATION SERVICES ........................................ .......... .......... .. 6-20

GENERAL FORMS (GF) *:
- GF 3 & 3A – Printing Orders Use PRINTING.......................................................... .......... .......... .......... ...... 3-50
- GF 39 – Accession Registers Use LIBRARY SERVICES.......................................................... .......... .......... .......... ...... 6-55
- GF 100 – Vehicle Log Books Use VEHICLES.......................................................... .......... .......... .......... ...... 3-75
- GF 115 – Records of Service Use TERMINATION OF SERVICE.......................................................... .......... .......... .......... ...... 5-90
- GF 377 – Surprise Inspection Book Use ACCOUNTS AND ACCOUNTING .................. .......... .......... .......... ...... 4-10

* Note: The above list of General Forms is by no means comprehensive. For other General Forms, please refer to the respective subject groups for details.

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- General Use GIFTS AND DONATIONS .......................................................... .......... .......... .......... .............. 1-100
- Blood Donations Use COMMUNITY HEALTH AND SAFETY.......................................................... .......... .......... .......... ...... 1-60
- Organs Donations Use COMMUNITY HEALTH AND SAFETY.......................................................... .......... .......... .......... ...... 1-60
- To Charitable Organisations Use CHARITY .......................................................... .......... .......... .......... ...... 1-45

GREETINGS:  Use APPRECIATION AND CONDOLENCES ................... ............. ............. .. 1-15

GRIEVANCES:

- General  Use COMPLAINTS .... ................. ......................... ......................... ... 1-70
- Staff    Use STAFF RELATIONS - APPEALS AND GRIEVANCES . ................. ............. .. 5-75

GUARDS:  Use ACCOMMODATION - SECURITY ........ ......................... ................. ...... 2-30
HAND OVER:  See Transfers

HAND PUNCHES:  Use STATIONERY

HARASSMENT:

- Public  Use COMPLAINTS
- Staff
  - General  Use CONDUCT AND DISCIPLINE
  - Complaints  Use STAFF RELATIONS - APPEALS AND GRIEVANCES

HARDSHIP ALLOWANCES:  Use ALLOWANCES

HARDWARE (COMPUTER):  See Electronic Data Processing (EDP)

HAZARDOUS WASTE:  Use ENVIRONMENTAL MANAGEMENT

HEALTH:

- Community  Use COMMUNITY HEALTH AND SAFETY
- Job-related  Use HEALTH AND SAFETY

HEATING:  Use UTILITIES AND BUILDING SERVICES FACILITIES or specific subjects

HEPATITIS:

- Prevention Programme  Use COMMUNITY HEALTH AND SAFETY

HISTORY(ICAL):

- Agencies or Departments  Use HISTORICAL MATTERS
- Buildings  Use MONUMENTS
- Columns  Use MONUMENTS
- Objects  Use MONUMENTS
- Records  Use ARCHIVES
- Statues  Use MONUMENTS
HOLDING POSITIONS:       Use ESTABLISHMENT.............................. ........ ......... 5-30

HOLIDAYS:

 - General       Use LEAVE AND AUTHORISED ABSENCE.............................. ........ ......... 5-50
 - Celebrations  Use CEREMONIES AND CELEBRATIONS.............................. ........ ......... 1-40

HOME FINANCE SCHEME:    Use ALLOWANCES.............................. ........ ......... 4-30

HOME PURCHASE SCHEME:   Use ALLOWANCES.............................. ........ ......... 4-30

HONORARY APPOINTMENTS:  Use AWARDS AND HONOURS.............................. ........ ......... 5-15

HONOURS:               Use AWARDS AND HONOURS ........................................ ........ ......... 5-15

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 - Conferences and Seminars       Use CONFERENCES AND SEMINARS........ ......... 1-75
 - Visits and Tours             Use VISITS AND TOURS.............................. ........ ......... 1-200

HOUSING ALLOWANCES:      Use ALLOWANCES.............................. ........ ......... 4-30

HUMAN RESOURCES:

 - Accidents
   - General       Use ACCIDENTS AND INJURIES........................................ ........ ......... 5-5
   - Claims        Use ACCIDENTS AND INJURIES........................................ ........ ......... 5-5
   - Financial Arrangement/Settlement       Use CLAIMS.............................. ........ ......... 4-50
 - Accreditation  Use AWARDS AND HONOURS ........................................ ........ ......... 5-15
 - Adjudication   Use STAFF RELATIONS - APPEALS AND GRIEVANCES ........ ......... 5-75
 - Advances       Use ADVANCES........................................ ........ ......... 4-25
 - Allowances
   - Financial       Use ALLOWANCES ........................................ ........ ......... 4-30
   - Time            Use HOURS OF WORK AND OVERTIME ........................................ ........ ......... 5-40
   - Anti-discrimination  Use STAFF RELATIONS - APPEALS AND GRIEVANCES ........ ......... 5-75
 - Appeals         Use STAFF RELATIONS - APPEALS AND GRIEVANCES ........ ......... 5-75
 - Appointments    See Appointments
 - Attachments
   - Duty            Use APPOINTMENTS AND POSTING........................................ ........ ......... 5-10
   - Training       Use TRAINING AND DEVELOPMENT ........................................ ........ ......... 5-95
 - Attendance      Use HOURS OF WORK AND OVERTIME ........................................ ........ ......... 5-40
 - Awards          Use AWARDS AND HONOURS........................................ ........ ......... 5-15
 - Career Development       Use HUMAN RESOURCES PLANNING ........................................ ........ ......... 5-45
HUMAN RESOURCES (CONT'D.):

- Classification Use ESTABLISHMENT .......................................................... 5-30
- Clearance Use STAFF SECURITY / INTEGRITY CHECK .................................. 5-85
- Collective Agreements Use STAFF RELATIONS - UNION ................................. 5-80
- Collective Bargaining Use STAFF RELATIONS - UNION ............................... 5-80
- Competitions Use PROMOTIONS AND EXAMINATIONS ................................ 5-60
- Conduct Use CONDUCT AND DISCIPLINE .................................................. 5-20
- Demotion Use CONDUCT AND DISCIPLINE ............................................... 5-20
- Deployment Use APPOINTMENTS AND POSTING ........................................ 5-10
- Development Use TRAINING AND DEVELOPMENT ....................................... 5-95
- Discipline Use CONDUCT AND DISCIPLINE ............................................. 5-20
- Dismissals Use TERMINATION OF SERVICE ............................................ 5-90
- Employment Use RECRUITMENT ................................................................. 5-25
- Selection Use RECRUITMENT ...................................................................... 5-25
- Entertainment Use RECREATION AND WELFARE ........................................ 5-65
- Establishment Use ESTABLISHMENT ....................................................... 5-30
- Evaluation Use PERFORMANCE AND APPRAISAL ....................................... 5-55
- Examinations Use PROMOTIONS AND EXAMINATIONS ................................ 5-60
- Forecasts Use HUMAN RESOURCES PLANNING ......................................... 5-45
- Funds See Funds
- Grievances Use STAFF RELATIONS - APPEALS AND GRIEVANCES .................. 5-75
- Harassment See Harassment
- Health and Safety Use HEALTH AND SAFETY .......................................... 5-35
- Holidays Use LEAVE AND AUTHORISED ABSENCE .................................... 5-50
- Honours Use AWARDS AND HONOURS .................................................... 5-15
- Hours of Work Use HOURS OF WORK AND OVERTIME ............................... 5-40
- Incentive Use STAFF RELATIONS ............................................................... 5-70
- Incentive Awards Use AWARDS AND HONOURS ......................................... 5-15
- Industrial Actions Use STAFF RELATIONS - UNION .................................. 5-80
- Injuries Use ACCIDENTS AND INJURIES .................................................. 5-5
- Insurance Use INSURANCE ........................................................................ 4-70
- Inventories Use ESTABLISHMENT .............................................................. 5-30
- Leave Use LEAVE AND AUTHORISED ABSENCE ...................................... 5-50
- Loans Use APPOINTMENTS AND POSTING .............................................. 5-10
- Manpower Planning Use HUMAN RESOURCES PLANNING .......................... 5-45
- Medical Use HEALTH AND SAFETY .......................................................... 5-35
- Morale Use STAFF RELATIONS ................................................................. 5-70
- Nominal Rolls Use ESTABLISHMENT ....................................................... 5-30
- Outside Work Use HOURS OF WORK AND OVERTIME ............................... 5-40
- Overtime Use HOURS OF WORK AND OVERTIME ..................................... 5-40
- Pension Use PENSION ............................................................................... 4-75
- Performance Appraisal Use PERFORMANCE AND APPRAISAL .................... 5-55
- Personal Harassment See Harassment
- Planning Use HUMAN RESOURCES PLANNING ........................................ 5-45
- Postings Use APPOINTMENTS AND POSTING .......................................... 5-10
- Precedence, Table of Use PROTOCOL ...................................................... 1-155
- Promotions Use PROMOTIONS AND EXAMINATIONS ............................... 5-60
- Punctuality Use HOURS OF WORK AND OVERTIME .................................. 5-40
- Recreation Use RECREATION AND WELFARE ......................................... 5-65
HUMAN RESOURCES (CONTD.):

**I**

**IDENTIFICATION:**

- Historical Buildings, Columns, Statues **Use** MONUMENTS ................ ................. ................. ... 1-130
- Issue of Staff Identification Cards **Use** LICENCES, PASSES AND PERMITS................ ................. ... 1-120
- Records
  - Historical **Use** ARCHIVES ................ .................. .................. ................ .. 6-10
  - Vital **Use** INFORMATION MANAGEMENT AND RECORDS MANAGEMENT, 6-60
- Security
  - General **Use** SECURITY ................ .................. .................. ................ .. 1-190
  - Accommodation **Use** ACCOMMODATION - SECURITY ........ ................ .. 2-30
  - Issue of Passes **Use** LICENCES, PASSES AND PERMITS ................ ................ .. 1-120

**IDENTITY CARDS:**

- General **Use** SECURITY ................ .................. .................. ................ .. 1-190
- Accommodation **Use** ACCOMMODATION - SECURITY ........ ................ .. 2-30
- Issue of **Use** LICENCES, PASSES AND PERMITS ................ ................ .. 1-120

**IMMUNISATION:**

- Community **Use** COMMUNITY HEALTH AND SAFETY ........ ................ .. 1-60
- Job-related **Use** HEALTH AND SAFETY ................ .................. .................. ................ .. 5-35

**IMPREST ACCOUNTS:**

- Advances **Use** ADVANCES ................ .................. .................. ................ .. 4-25

**INAUGURATIONS:** **Use** CEREMONIES AND CELEBRATIONS ........ ................ .. 1-40

**INCENTIVE:** **Use** STAFF RELATIONS ................ .................. .................. ................ .. 5-70

**INCENTIVE AWARD PROGRAMMES:**

- Long Service **Use** AWARDS AND HONOURS ........ .................. ................ .. 5-15
- Merit **Use** AWARDS AND HONOURS ........ .................. ................ .. 5-15

**INCOME:** **Use** SALARIES ........ .................. .................. ................ .. 4-85

**INDEX CARDS:** **Use** STATIONERY ........ .................. .................. ................ .. 3-65
INDEXING (RECORDS): Use INFORMATION MANAGEMENT AND RECORDS MANAGEMENT

INDUSTRIAL SAFETY: Use HEALTH AND SAFETY

INFORMATION:
- General Use INFORMATION SERVICES
- Access Use ACCESS
- Censorship Use ACCESS
- Code on Access to Information Use ACCESS
- Management Use INFORMATION MANAGEMENT AND RECORDS MANAGEMENT
- Management Information Systems (MIS) See Electronic Data Processing (EDP)
- Personal Use ACCESS
- Security Use INFORMATION MANAGEMENT AND RECORDS MANAGEMENT
- Services Use INFORMATION SERVICES

INFORMATION TECHNOLOGY
- Equipment and Supplies
  - General Use COMPUTER EQUIPMENT AND SUPPLIES
  - Disposal Use COMPUTER EQUIPMENT AND SUPPLIES
  - Evaluation Use COMPUTER EQUIPMENT AND SUPPLIES
  - Installation Use COMPUTER EQUIPMENT AND SUPPLIES
  - Procurement Use COMPUTER EQUIPMENT AND SUPPLIES
- Management Use INFORMATION TECHNOLOGY AND COMPUTER SYSTEMS
- System Evaluation Use INFORMATION TECHNOLOGY AND COMPUTER SYSTEMS
- System Selection Use INFORMATION TECHNOLOGY AND COMPUTER SYSTEMS
- Training See Training
- User Requirements Use INFORMATION TECHNOLOGY AND COMPUTER SYSTEMS
- User Specifications Use INFORMATION TECHNOLOGY AND COMPUTER SYSTEMS

INFRINGEMENTS:
- Copyright Use INTELLECTUAL PROPERTY
- Laws Use LEGAL MATTERS
- Regulations Use CONDUCT AND DISCIPLINE
- Security Use SECURITY
INJURIES:
- General Use ACCIDENTS .................. .......................... .......................... .......................... .... 1-5
- Claims See Claims
- Staff Use ACCIDENTS AND INJURIES .................. .......................... .......................... .... 5-5

INJUSTICE:
- Complaints Use COMPLAINTS .................. .......................... .......................... .... 1-70
- Staff See Discrimination

INNOVATIONS: Use INTELLECTUAL PROPERTY ... .......................... .......................... ... 1-110

INQUIRY:
- Boards of Inquiry Use COMMITTEES, COUNCILS AND COMMISSIONS ........ .......................... .... 1-55
- Government Departments See Specific Subjects
- Public Use INFORMATION SERVICES .................. .......................... .......................... .... 6-20

INSIGNIAS: Use BADGES, EMBLEMS AND FLAGS.... .......................... .......................... ... 1-25

INSPECTIONS:
- Accommodation Use ACCOMMODATION - BUILDING MANAGEMENT ........ .......................... .... 2-15
- Office Operation Use MANAGEMENT SERVICES.......................... .......................... .... 1-125
- Security Use SECURITY .......................... .......................... .......................... ........ 1-190

INSTALLATION:
- Communication Systems Use COMMUNICATION SYSTEMS -
  INSTALLATION AND DISPOSAL .......................... .......................... .... 2-40
- Equipment Use EQUIPMENT, SUPPLIES AND SERVICES or
  specific equipment by type.......................... .......................... .......................... .... 3-5
- Utilities Use UTILITIES AND BUILDING SERVICES FACILITIES -
  INSTALLATION AND DISPOSAL .......................... .......................... .... 2-55

INSTITUTES: Use ASSOCIATIONS AND CLUBS .................. .......................... ........ 1-20

INSURANCE: Use INSURANCE ........ .......................... .......................... .......................... .... 4-70

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- Complaints See Complaints
- Discipline Use CONDUCT AND DISCIPLINE ........................................ 5-20
- Employment Use RECRUITMENT ................................................... 5-25
- Posting Use APPOINTMENTS AND POSTING ................................... 5-10
- Publicity Use INFORMATION SERVICES ........................................... 6-20

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- Permission Use INTELLECTUAL PROPERTY ................................... 1-110

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APPENDIX 2

Subject Terms of the Standard Classification Scheme for Administrative Records (terms aligned with GARDS)
### Subject Terms of the Standard Classification Scheme for Administrative Records

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Note 2: SCHEDULE 4 – FINANCE AND ACCOUNTING (previously known as FINANCE)
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APPENDIX 3

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