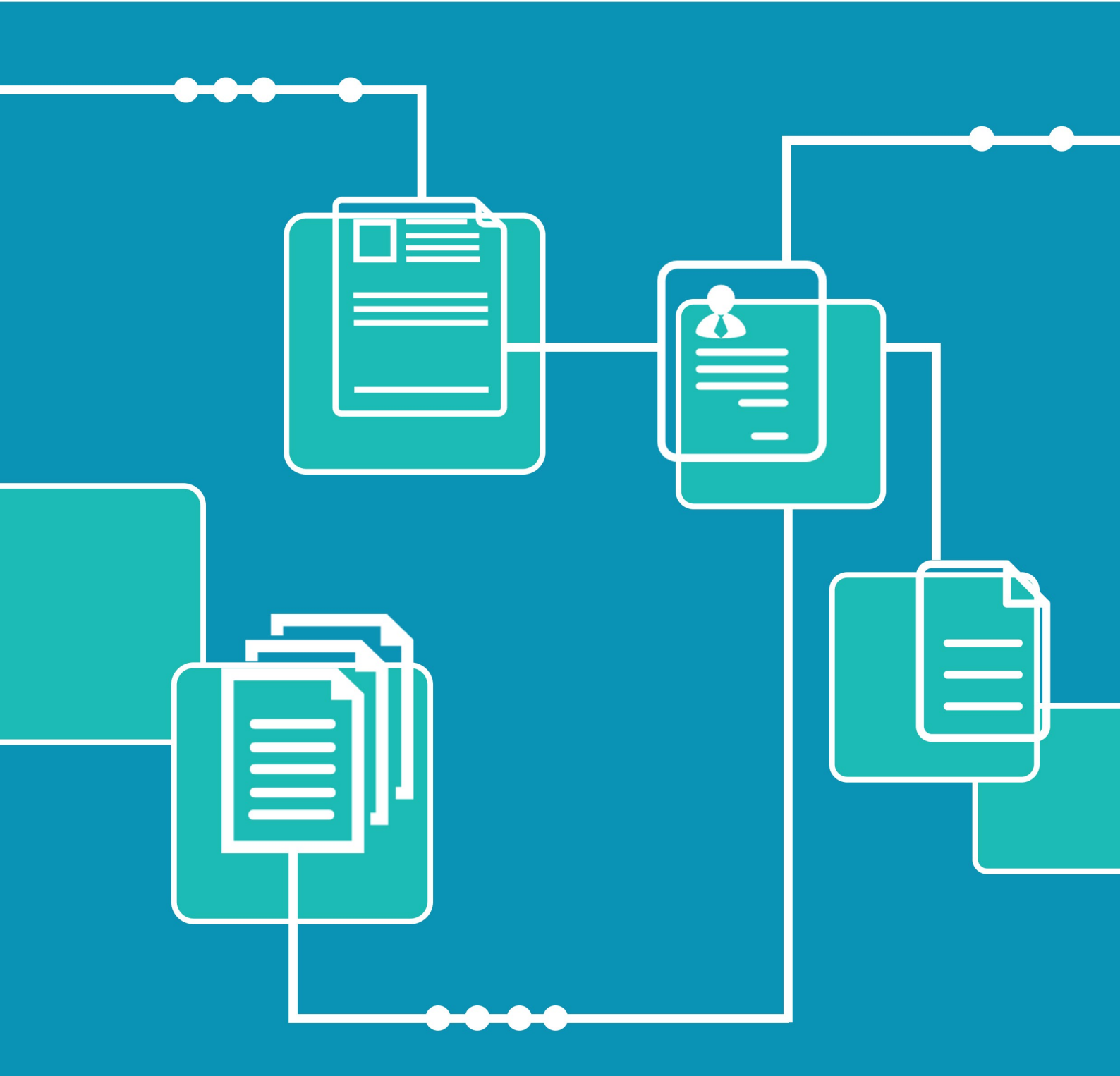


# Subject Filing



政府檔案處

Government Records Service

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**SUBJECT FILING**

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# 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**.

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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.

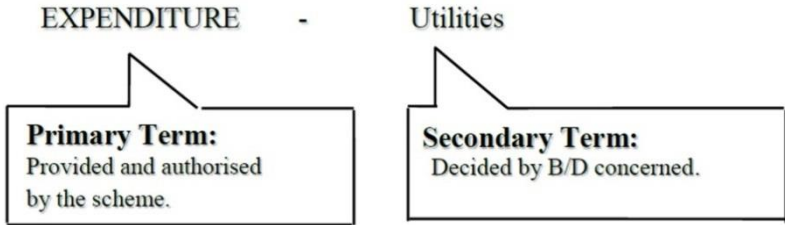
**FIGURE 1:** *Sample Page of Schedule 4: Finance and Accounting*

<b>4-5</b>	<b>FINANCE AND ACCOUNTING (previously known as FINANCE)</b>
	For records relating to policies, procedures and routine matters regarding finance and accounting <b>not covered by other subject groups in this Schedule.</b>
<b>4-10</b>	<b>ACCOUNTS AND ACCOUNTING</b>
	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 <b>not covered by subject groups 4-15 to 4-30, 4-40, 4-50 and 4-60 to 4-85.</b>
	<i>See also:</i>
	<b>FEES AND CHARGES      4-60</b>
<b>4-15</b>	<b>EXPENDITURE (previously known as ACCOUNTS PAYABLE)</b>
	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 <b>not covered by subject groups 4-25, 4-30, 4-40, 4-50 and 4-60 to 4-85.</b>
	<i>See also:</i>
	<b>ADVANCES      4-25</b>
	<b>ALLOWANCES      4-30</b>
	<b>CLAIMS      4-50</b>

3.6 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:



3.7 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.

3.8 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**

3.9 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



## Reference to GRS' Records Management Publication No. 4: General Administrative Records Disposal Schedules (GARDS)

3.10 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.

**FIGURE 2:** *Sample Page of the “Foreword” to 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**.

**FIGURE 3:** *Sample Page of Schedule 5: Human Resources*

<b>5-5</b>	<b>ACCIDENTS AND INJURIES</b>
	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, <i>use</i> :
	<b>CLAIMS 4-50</b>
	<i>See also:</i>
	<b>ACCIDENTS 1-5</b>
<b>5-10</b>	<b>APPOINTMENTS AND POSTING</b>
	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, <i>use</i> :
	<b>AWARDS AND HONOURS 5-15</b>
	For recruitment and conditions of service, <i>use</i> :
	<b>RECRUITMENT 5-25</b>
<b>5-15</b>	<b>AWARDS AND HONOURS</b>
	For records relating to policies, procedures and routine matters regarding awards, honours, decorations, citations, and commendations given to staff.
	<i>See also:</i>
	<b>APPRECIATION AND CONDOLENCES 1-15</b>

## 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

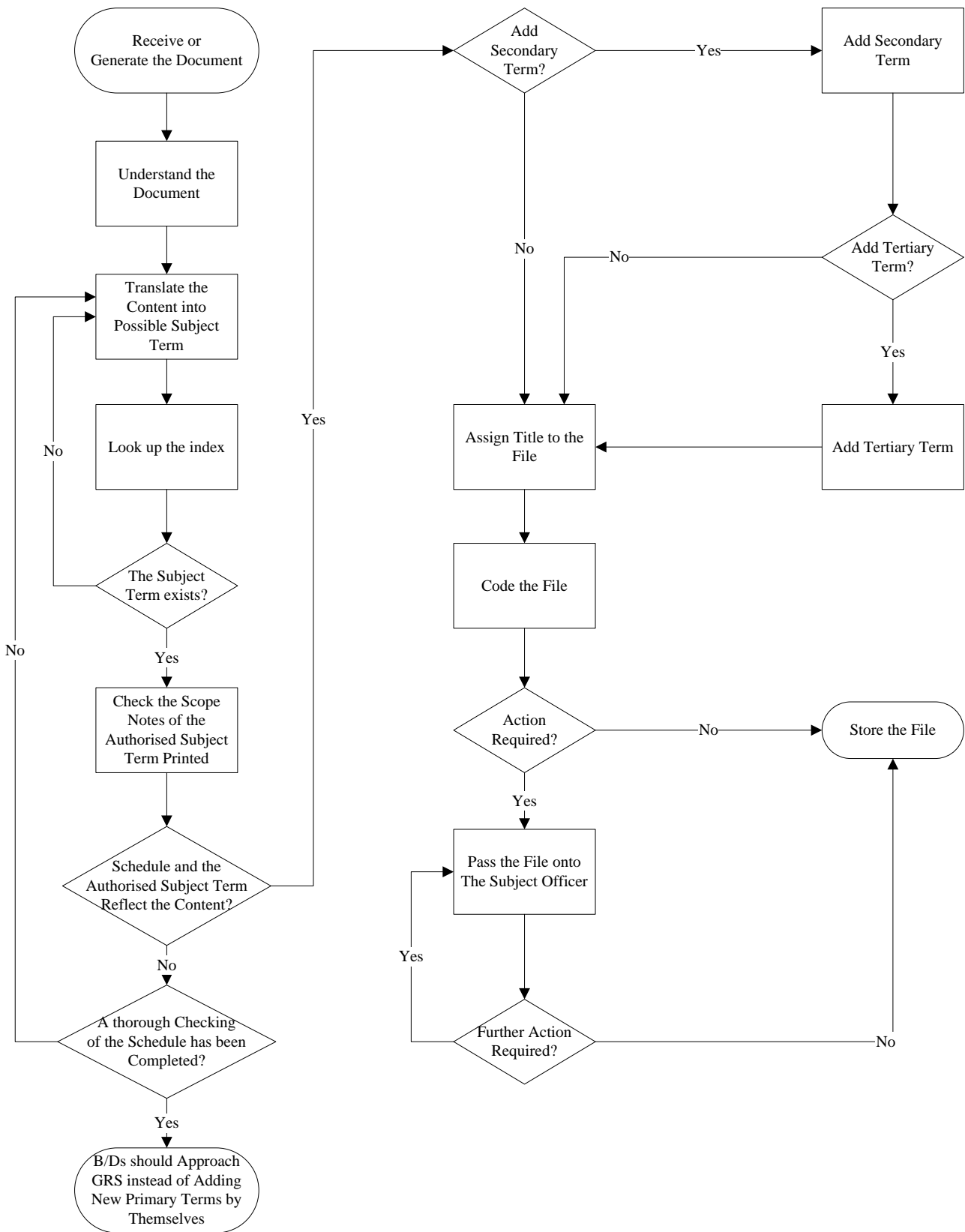
3.18 This section explains the necessary steps involved in classifying and arranging administrative subject files with this Scheme. Figure 5 shows a graphic illustration of this process flow.

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 ORGANISATION .....	1-145
PROBATION (APPOINTMENT): Use APPOINTMENTS AND POSTING .....	5-10
PROCEDURES::	
- Analysis Use MANAGEMENT SERVICES .....	1-125
- Correspondence Use INFORMATION MANAGEMENT AND RECORDS MANAGEMENT .....	6-60
- Management Use MANAGEMENT SERVICES .....	1-125
- Office Use MANAGEMENT SERVICES .....	1-125
- Organisation Use MANAGEMENT SERVICES .....	1-125
PROCEEDINGS:	
- Associations, Clubs Use ASSOCIATIONS AND CLUBS .....	1-20
- Boards of Inquiry Use COMMITTEES, COUNCILS AND COMMISSIONS .....	1-55
- Charitable Organisations Use ASSOCIATIONS AND CLUBS .....	1-20
- Commercial Firms and Companies Use CORPORATIONS AND FIRMS .....	1-80
- Committees, Councils, Commissions Use COMMITTEES, COUNCILS AND COMMISSIONS .....	1-55
- Conferences, Seminars Use CONFERENCES AND SEMINARS .....	1-75
- Panels Use COMMITTEES, COUNCILS AND COMMISSIONS .....	1-55
- Political Groups Use ASSOCIATIONS AND CLUBS .....	1-20
- Social Groups Use ASSOCIATIONS AND CLUBS .....	1-20
- Task Forces Use COMMITTEES, COUNCILS AND COMMISSIONS .....	1-55
PROCESS CHARTS: Use MANAGEMENT SERVICES .....	1-125
PROCUREMENT:	
- Accommodation Use ACCOMMODATION - ACQUISITION AND DISPOSAL .....	2-10
- 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*



## 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  
 Cc:  
 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 2016 onwards -

<u>Course Code</u>	<u>Course Title</u>	<u>Duration</u>	<u>Flyer</u>
RSU-01	Records Management for Registry Supervisors - Module I - Administrative Records	1 day	 RSU-01_Flyer.pdf

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 [rmaoinfo@grs.gov.hk](mailto:rmaoinfo@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:

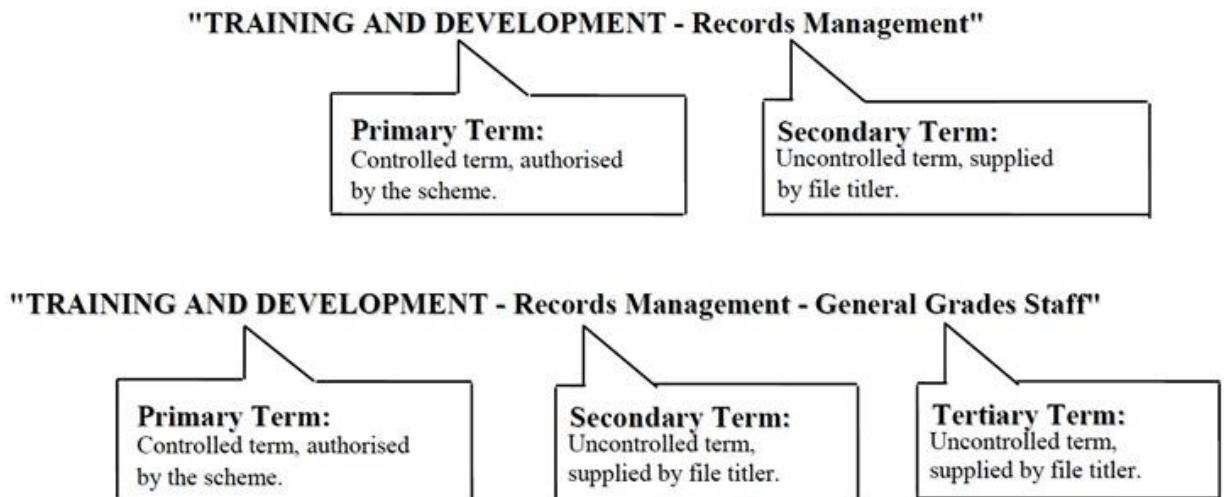
**“TRAINING AND DEVELOPMENT”**

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:



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 -

<u>Records</u>	<u>Disposal Remarks</u>	<u>GARDS Code</u>
Classification Scheme	<b>SOP</b>	6-60 Others (1)
Records Disposal Schedule	Retain permanently in your agency	6-60 Others (3)

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

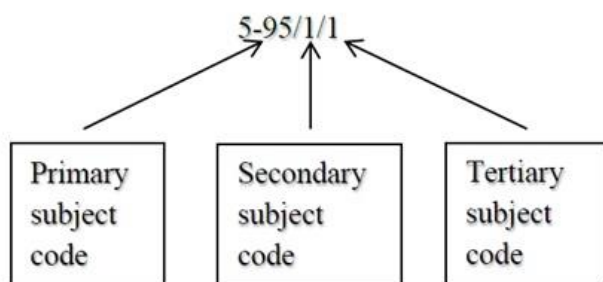
### Prefix

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,



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:

<u>Symbol</u>	<u>Meaning</u>
C	Confidential
R	Restricted
RA	Restricted (Administration)
RAP	Restricted (Appointment)
RC	Restricted (Contract)
RM	Restricted (Medical)
RS	Restricted (Staff)
RT	Restricted (Tender)
S	Secret
TS	Top Secret

- denote file part number (e.g. I, II)

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”:

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

## 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.

**FIGURE 7:** Sample Page of the “Programme Files Subject List” of a Particular Department

Classification Number	Primary Subject Term
05	ARCHIVES AND RECORDS MANAGEMENT
	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.
10	LEGISLATION
	For records relating to proposal, drafting, revision, etc. of records and records related legislation and regulations.
15	STATISTICS AND REPORTS
	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.
20	ACCESSION
	For records relating to policies, procedures and routine matters regarding appraisal, transfer, arrangement, description, etc. of records.
25	AUTOMATED DATA PROCESSING
	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.

**FIGURE 8:** *Index to the Subject List of Programme Files of a Particular Department*

<b>A</b>	<b>CLASSIFICATION NUMBER</b>
<b>ACCESS:</b>	
- Library Materials <b>Use REFERENCE SERVICES</b> .....	100
- Records <b>Use REFERENCE SERVICES</b> .....	100
<b>ACCESSION:</b>	
- Appraisal <b>Use ACCESSION</b> .....	20
- Description <b>Use ACCESSION</b> .....	20
<b>APPLICATION:</b> <b>See Request</b>	
<b>APPRAISAL:</b> <b>Use ACCESSION</b> .....	20
<b>ARCHIVES:</b> <b>See Archives Management</b>	
<b>ARCHIVAL MANAGEMENT:</b>	
- General <b>Use ARCHIVE AND RECORDS MANAGEMENT</b> .....	05
- Access <b>Use REFERENCE SERVICES</b> .....	100
- Accession <b>Use ACCESSION</b> .....	20
- Conservation <b>Use CONSERVATION</b> .....	30
- Enquires <b>Use REFERENCE SERVICES</b> .....	100
- Reference <b>Use REFERENCE SERVICES</b> .....	100
- Repository <b>Use REPOSITORY &amp; STORAGE MANAGEMENT</b> .....	105
- Security <b>Use DOCUMENT &amp; INFORMATION SECURITY</b> .....	55
- Storage <b>Use REPOSITORY &amp; STORAGE MANAGEMENT</b> .....	105
- Supplies <b>Use EQUIPMENT, SUPPLIES AND SERVICES</b> .....	60
<b>AUDIO RECORDS:</b> <b>See Audiovisual Records</b>	
<b>AUDIOVISUAL RECORDS:</b>	
- Access <b>Use REFERENCE SERVICES</b> .....	100
- Conservation <b>Use CONSERVATION</b> .....	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<sup>1</sup> 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:

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<sup>1</sup> 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**

**1-35            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**

**1-40            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**

**1-45            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**

**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**

**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**

*See also:*

**PROMOTIONS AND EXAMINATIONS 5-60**

**TRAINING AND DEVELOPMENT 5-95**

**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**

**1-155            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.

**1-160            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.

**1-165            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.

**1-170            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 facilitiesare 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**

**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**

**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.**

**3-75**

**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**.

**6-5 ACCESS**

For records relating to policies, procedures and routine matters including enquiries and correspondence regarding access to information or records.

**6-10 ARCHIVES**

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**

**6-15 INFORMATION TECHNOLOGY AND COMPUTER SYSTEMS (previously known as ELECTRONIC DATA PROCESSING MANAGEMENT)**

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.

**6-55 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.

**6-60 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.

For records shelving, *use*:

**FURNITURE AND FURNISHINGS 3-35**

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- Transportation **Use** TRANSPORTATION ..... 1-195

AIRCRAFT:

- Accidents **Use** ACCIDENTS ..... 1-5
- Prevention **Use** EMERGENCY PLANNING ..... 1-90
- Booking **See** Booking
- Flying Services **Use** TRANSPORTATION ..... 1-195

ALARMS:

- Clocks **Use** FURNITURE AND FURNISHINGS ..... 3-35
- Equipment **Use** SECURITY EQUIPMENT AND SUPPLIES ..... 3-60
- Fire **Use** TECHNICAL EQUIPMENT AND SUPPLIES ..... 3-70
- Security **Use** ACCOMMODATION - SECURITY ..... 2-30

ALCOHOLICS:

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

ALLEGATIONS: **See** Complaints

ALLOCATIONS:

- Accommodation **Use** ACCOMMODATION - ACQUISITION AND DISPOSAL ..... 2-10
- Budgets **Use** BUDGETS or specific subjects ..... 4-45
- Equipment **Use** EQUIPMENT, SUPPLIES AND SERVICES or  
specific equipment by type ..... 3-5
- Funds **See** Funds
- Manpower **Use** HUMAN RESOURCES PLANNING ..... 5-45

ALLOTMENTS: **See** Allocations

ALLOWANCES:

- Financial **Use** ALLOWANCES ..... 4-30
- Time **Use** HOURS OF WORK AND OVERTIME ..... 5-40

**ALTERATION:**

- Accommodation **Use** ACCOMMODATION - FITTING OUT AND REPAIRS..... 2-25
- Management Information Systems (MIS) **Use** INFORMATION TECHNOLOGY AND  
COMPUTER SYSTEMS ..... 6-15
- Records System **Use** INFORMATION MANAGEMENT AND  
RECORDS MANAGEMENT ..... 6-60

**AMBULANCE SERVICES:**

- General **Use** COMMUNITY HEALTH AND SAFETY ..... 1-60
- Staff **Use** HEALTH AND SAFETY ..... 5-35

**AMENDMENTS (LAWS): **Use** LEGISLATION. .... 1-10**

**AMUSEMENTS: **Use** RECREATION AND WELFARE.. .... 5-65**

**ANALYSIS:**

- Accounts **Use** ACCOUNTS AND ACCOUNTING..... 4-10
- Job **Use** ESTABLISHMENT..... 5-30
- Office Operation **Use** MANAGEMENT SERVICES..... 1-125
- Posts and Responsibilities **Use** ESTABLISHMENT ..... 5-30
- Procedural **Use** MANAGEMENT SERVICES ..... 1-125

**ANNOUNCEMENTS:**

- Departmental **Use** CIRCULARS AND DIRECTIVES ..... 1-50
- Public **Use** INFORMATION SERVICES ..... 6-20

**ANNUAL:**

- Leave **Use** LEAVE AND AUTHORISED ABSENCE ..... 5-50
- Reports **See** Reports

**ANTI-DISCRIMINATION: **See** Discrimination**

**APPEALS:**

- Lawsuits **Use** LEGAL MATTERS ..... 1-115
- Staff **Use** STAFF RELATIONS - APPEALS AND GRIEVANCES . .... 5-75

**APPLIANCES: **See** Equipment**

APPOINTMENTS:

- Acting   **Use** APPOINTMENTS AND POSTING... ..... 5-10
- Honorary   **Use** AWARDS AND HONOURS..... 5-15
- Medical   **Use** HEALTH AND SAFETY... ..... 5-35
- Permanent   **Use** ESTABLISHMENT ..... 5-30
- Posting   **Use** APPOINTMENTS AND POSTING.. ..... 5-10

APPRAISALS:   **See** Evaluation

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

ARBITRATION:

- Staff   **See** Human Resources

ARCHIVES:

- General   **Use** ARCHIVES..... 6-10
- Shelving   **Use** FURNITURE AND FURNISHINGS..... 3-35

ARMORIAL BEARINGS:   **See** Badges

ARMS:

- Coats of   **See** Badges

ASSESSMENTS:   **See** Evaluation

ASSISTANCE:

- Financial
  - Advance of Salary   **Use** ADVANCES ..... 4-25
- Legal
  - General   **Use** LEGAL MATTERS . ..... 1-115
  - Staff   **Use** STAFF RELATIONS... ..... 5-70

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

ATTACHMENT:

- Duty   **Use** APPOINTMENTS AND POSTING ..... 5-10
- Training   **Use** TRAINING AND DEVELOPMENT ..... 5-95



ATTENDANCE:

- Staff **Use** HOURS OF WORK AND OVERTIME ..... 5-40
- Training **Use** TRAINING AND DEVELOPMENT ..... 5-95

AUDIOVISUALS:

- Equipment **Use** AUDIOVISUAL AND PHOTOGRAPHIC EQUIPMENT AND  
SUPPLIES..... 3-10
- Information Services **Use** INFORMATION SERVICES - AUDIOVISUAL AIDS ..... 6-30
- Training **See** Training

AUDIT(S)(ING):

- Financial **Use** AUDITS. .... 4-35
- Office Operation **Use** MANAGEMENT SERVICES..... 1-125

AUTHORISED ACCESS: **See** Access

AUTHORISED SIGNATURES: **See** Signing Authority

AUTOMATED DATA PROCESSING: **See** Electronic Data Processing (EDP)

AUTOMATION: **See** Electronic Data Processing (EDP)

AUTOMOBILES: **See** Vehicles

AUTOPAY: **Use** BANKS AND BANKING ..... 4-40

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

**B**

**Schedule and  
Classification Number**

**BADGES:**

- General Use BADGES, EMBLEMS AND FLAGS ..... 1-25
- Procurement Use EQUIPMENT, SUPPLIES AND SERVICES or  
specific equipment by type..... 3-5

**BAGGAGE ALLOWANCES: Use ALLOWANCES..... 4-30**

**BANK(S)(ING):**

- Financial Use BANKS AND BANKING ..... 4-40
- Organisation Use CORPORATIONS AND FIRMS..... 1-80

**BANNERS: See Badges**

**BARCODING: See Electronic Data Processing (EDP)**

**BARGAINING (STAFF): Use STAFF RELATIONS - UNION ..... 5-80**

**BEHAVIOUR (STAFF):**

- General Use CONDUCT AND DISCIPLINE ..... 5-20
- Ceremonies Use CEREMONIES AND CELEBRATIONS ..... 1-40
- Diplomatic Use PROTOCOL .... 1-155
- Protocol Use PROTOCOL..... 1-155

**BENEFITS: See Allowances**

**BEQUESTS: Use GIFTS AND DONATIONS ..... 1-100**

**BILLS:**

- Expenditure Use EXPENDITURE ..... 4-15
- Legislation Use LEGISLATION ..... 1-10
- Revenue Use REVENUE..... 4-20

**BLINDS: Use FURNITURE AND FURNISHINGS ..... 3-35**

BLOOD DONATIONS Use COMMUNITY HEALTH AND SAFETY..... 1-60

BLOOD DONOR CLINICS: Use COMMUNITY HEALTH AND SAFETY ..... 1-60

BOARDS:

- Committees Use COMMITTEES, COUNCILS AND COMMISSIONS ..... 1-55
- Inquiry Use COMMITTEES, COUNCILS AND COMMISSIONS .. ..... 1-55

BOMB SCARES: Use EMERGENCY PLANNING ..... 1-90

BOOKING:

- Transport
  - General Use TRANSPORTATION ..... 1-195
  - Conference Use CONFERENCES AND SEMINARS ..... 1-75
  - Seminars Use CONFERENCES AND SEMINARS ..... 1-75
  - Visits and Tours Use VISITS AND TOURS ..... 1-200
- Venues See Specific subjects

BOOKS:

- Information Services Use INFORMATION SERVICES - BOOKS AND PUBLICATIONS..... 6-35
- Library Use LIBRARY SERVICES ..... 6-55
- Printing Use PRINTING..... 3-50
- Vehicle Log Use VEHICLES .... 3-75

BOUNDARIES:

- Functions and Responsibilities
  - Agencies or Departments Use ORGANISATION ..... 1-145
  - Staff Use ESTABLISHMENT ..... 5-30

BOYCOTT:

- Public See Civil Disturbances
- Staff Use STAFF RELATIONS ..... 5-70

**BREACHES:**

- Copyright **Use INTELLECTUAL PROPERTY** ..... 1-110
- Regulations
  - Staff **Use CONDUCT AND DISCIPLINE** ..... 5-20
- Security
  - General **Use SECURITY** ..... 1-190
  - Accommodation **Use ACCOMMODATION - SECURITY** ... 2-30

**BRIBERY: Use CONDUCT AND DISCIPLINE** ..... 5-20

**BROADCASTS:**

- Advertising **Use INFORMATION SERVICES - ADVERTISING**..... 6-25
- Promotion **Use INFORMATION SERVICES - ADVERTISING**..... 6-25

**BROCHURES:**

- General **Use INFORMATION SERVICES - BOOKS AND PUBLICATIONS** ..... 6-35
- Commercial **Use CATALOGUES, MANUALS AND PRICE LISTS** ..... 3-20
- Training **Use TRAINING AND DEVELOPMENT** ..... 5-95

**BUDGETS: Use BUDGETS** or specific subjects.. ..... 4-45

**BUILDINGS: See Accommodation**

**BULLETINS:**

- General **Use INFORMATION SERVICES - BOOKS AND PUBLICATIONS** ..... 6-35
- Administrative **Use CIRCULARS AND DIRECTIVES** ..... 1-50
- Commercial **Use CATALOGUES, MANUALS AND PRICE LISTS** ..... 3-20
- Training **Use TRAINING AND DEVELOPMENT** ..... 5-95

**BURGLARY:**

- Boards of Inquiry **Use COMMITTEES, COUNCILS AND COMMISSIONS** ..... 1-55
- Incidents of **Use SECURITY** ..... 1-190
- Security Measures **Use ACCOMMODATION - SECURITY** ..... 2-30

**BURSARIES: See Funds**

**BUSINESS:**

- Corporations **See** Corporations
- Firms **See** Corporations

**C**

**Schedule and  
Classification Number**

**CABINETS:**

- Filing **See** Furniture

**CAFÉ:** **See** Cafeterias

**CAFETERIAS:**

- Equipment and Supplies **Use** CANTEEN AND PANTRY EQUIPMENT AND SUPPLIES ..... 3-15
- Management **Use** CANTEEN AND PANTRY EQUIPMENT AND SUPPLIES . ..... 3-15
- Procurement **Use** CANTEEN AND PANTRY EQUIPMENT AND SUPPLIES . ..... 3-15
- Establishment **Use** CAFETERIAS AND EATING FACILITIES ..... 1-30
- Management **Use** CAFETERIAS AND EATING FACILITIES..... 1-30

**CALCULATORS:** **Use** OFFICE MACHINES AND EQUIPMENT ..... 3-45

**CAMERAS:** **Use** AUDIOVISUAL AND PHOTOGRAPHIC EQUIPMENT AND SUPPLIES ..... 3-10

**CAMPAIGNS:**

- Charitable **Use** CHARITY ..... 1-45
- Commercial **Use** CORPORATIONS AND FIRMS ..... 1-80
- Community **Use** CAMPAIGNS AND CANVASSING ..... 1-35
- Political **Use** CAMPAIGNS AND CANVASSING ..... 1-35
- Social **Use** CAMPAIGNS AND CANVASSING . ..... 1-35

**CANTEENS:** **See** Cafeterias

**CANVASSING:** **See** Campaigns

**CAPITAL BUDGET:** **Use** BUDGETS ... ..... 4-45

CAR PARKS:

- Fees
  - Calculation **Use FEES AND CHARGES** ..... 4-60
  - Expenditure **Use EXPENDITURE**..... 4-15
- Management **Use ACCOMMODATION - BUILDING MANAGEMENT** ..... 2-15
- Permit Tickets **Use LICENCES, PASSES AND PERMITS** ..... 1-120

CARE TAKING: **Use ACCOMMODATION - BUILDING MANAGEMENT**..... 2-15

CAREER MANAGEMENT: **Use HUMAN RESOURCES PLANNING** ..... 5-45

CARNIVALS: **See Celebrations**

CARS: **See Vehicles**

CASH:

- Accounting **Use ACCOUNTS AND ACCOUNTING** ..... 4-10
- Boxes, Safes **Use SECURITY EQUIPMENT AND SUPPLIES**..... 3-60
- Charges **See Charges**
- Control Records **Use ACCOUNTS AND ACCOUNTING**..... 4-10
- Custody **Use SECURITY** ..... 1-190
- Petty **Use ADVANCES** ..... 4-25
- Sheets **Use ACCOUNTS AND ACCOUNTING** .. 4-10
- Summaries **Use ACCOUNTS AND ACCOUNTING**..... 4-10

CASUAL:

- Employment **Use RECRUITMENT** ..... 5-25
- Leave **Use LEAVE AND AUTHORISED ABSENCE** ..... 5-50

CASUALTIES **See Accidents**

CATALOGUES: **Use CATALOGUES, MANUALS AND PRICE LISTS**..... 3-20

CATALOGUING:

- Equipment **Use FURNITURE AND FURNISHINGS** ..... 3-35
- Library Material **Use LIBRARY SERVICES** ..... 6-55

CATERING: **See** CAFETERIAS

CELEBRATIONS:

- General **Use** CEREMONIES AND CELEBRATIONS..... 1-40
- Protocol Arrangement **Use** PROTOCOL..... 1-155

CENSORSHIP:

- Information and Records **Use** ACCESS .. ..... 6-5

CEREMONIES: **See** Celebrations

CERTIFICATION: **See** Specific subjects

CESSATION:

- Appointment **Use** TERMINATION OF SERVICE..... 5-90

CHAIRS: **Use** FURNITURE AND FURNISHINGS..... 3-35

CHARGES:

- Calculation **Use** FEES AND CHARGES ..... 4-60
- Fines **Use** EXPENDITURE..... 4-15
- Lawsuits **Use** LEGAL MATTERS..... 1-115
- Personal **Use** STAFF RELATIONS - APPEALS AND GRIEVANCES ..... 5-75

CHARITABLE ORGANISATIONS: **Use** ASSOCIATIONS AND CLUBS .. ..... 1-20

CHARITY:

- General **Use** CHARITY..... 1-45
- Campaigns **Use** CHARITY..... 1-45
- Drives **Use** CHARITY..... 1-45
- Gifts and Donations to Charities
  - General **Use** CHARITY . ..... 1-45
  - Blood **Use** COMMUNITY HEALTH AND SAFETY ..... 1-60
  - Organs **Use** COMMUNITY HEALTH AND SAFETY..... 1-60
- Organisations **Use** ASSOCIATIONS AND CLUBS..... 1-20



CHARTS:

- Flow **Use** MANAGEMENT SERVICES ..... 1-125
- Organisation **Use** ORGANISATION ..... 1-145
- Procedural **Use** MANAGEMENT SERVICES ..... 1-125

CHINESE NEW YEAR ADVANCES: **Use** ADVANCES ..... 4-25

CHINESE TRANSLATION: **Use** OFFICE SERVICES ..... 1-135

CIRCULARS: **See** Directives

CIRCULATION:

- Information **Use** INFORMATION SERVICES ..... 6-20
- Library Material **Use** LIBRARY SERVICES ..... 6-55
- Circulars and Directives **Use** CIRCULARS AND DIRECTIVES ..... 1-50

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

CIVIL:

- Aid to Civil Power **Use** EMERGENCY PLANNING ..... 1-90
- Defence **Use** EMERGENCY PLANNING ..... 1-90

CIVIL DISTURBANCES:

- 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
- 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
- Precaution **Use** EMERGENCY PLANNING ..... 1-90
- Prevention **Use** EMERGENCY PLANNING ..... 1-90
- Regulations **Use** EMERGENCY PLANNING ..... 1-90
- Reports **Use** EMERGENCY PLANNING ..... 1-90
- Subversive Activities **Use** SECURITY ..... 1-190

**CLAIMS:**

- Accidents **Use ACCIDENTS**..... 1-5
- Financial Arrangement/Settlement **Use CLAIMS** . ..... 4-50
- Injuries (Staff) **Use ACCIDENTS AND INJURIES** ..... 5-5

**CLASSIFICATION:**

- Accounts **Use ACCOUNTS AND ACCOUNTING**..... 4-10
- Library Material **Use LIBRARY SERVICES** ..... 6-55
- Records **Use INFORMATION MANAGEMENT AND RECORDS MANAGEMENT** ..... 6-60
- Staff **Use ESTABLISHMENT**... ..... 5-30

**CLASSIFIED RECORDS: Use INFORMATION MANAGEMENT AND RECORDS MANAGEMENT**..... 6-60

**CLEANING:**

- Accommodation **Use ACCOMMODATION - BUILDING MANAGEMENT** ..... 2-15
- Clothing **Use CLOTHING**..... 3-25

**CLIPPINGS: Use INFORMATION SERVICES - PRESS CLIPPINGS** ..... 6-45

**CLOCKS Use FURNITURE AND FURNISHINGS**..... 3-35

**CLOTHING:**

- General **Use CLOTHING** ..... 3-25
- Cleaning Services **Use CLOTHING**..... 3-25
- Disposal **Use CLOTHING**..... 3-25
- Purchase **Use CLOTHING** ..... 3-25

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

**COATS OF ARMS: Use BADGES, EMBLEMS AND FLAGS** ..... 1-25

**CODE ON ACCESS TO INFORMATION REQUESTS Use ACCESS**..... 6-5

CODE(S)(ING):

- Behaviour **See** Behaviour (Staff)
- Files **Use** INFORMATION MANAGEMENT AND RECORDS MANAGEMENT .... 6-60
- Records **Use** INFORMATION MANAGEMENT AND RECORDS MANAGEMENT ..... 6-60

COLLECTION DEVELOPMENT:

- Archives **Use** ARCHIVES..... 6-10
- Historical Objects **Use** MONUMENTS... 1-130
- Library Material **Use** LIBRARY SERVICES ..... 6-55

COLLECTIVE:

- Agreement **Use** STAFF RELATIONS - UNION .. 5-80
- Bargaining **Use** STAFF RELATIONS - UNION .. 5-80

COLLISIONS: **See** Accidents

COMMENDATION:

- General **Use** APPRECIATION AND CONDOLENCES ..... 1-15
- Staff **Use** AWARDS AND HONOURS .. 5-15

COMMERCIAL FIRMS: **See** Corporations

COMMISERATION: **Use** APPRECIATION AND CONDOLENCES..... 1-15

COMMISSIONS:

- General **Use** COMMITTEES, COUNCILS AND COMMISSIONS.. 1-55
- Finance
  - Expenditure **Use** EXPENDITURE..... 4-15
  - Revenue **Use** REVENUE ..... 4-20
- Investigation **Use** COMMITTEES, COUNCILS AND COMMISSIONS ..... 1-55

COMMITTEES:

- General Use COMMITTEES, COUNCILS AND COMMISSIONS ..... 1-55
- Departmental Consultative Committee Use STAFF RELATIONS - UNION.... 5-80

COMMON LAW: Use LEGISLATION .. 1-10

COMMUNICATION SYSTEMS:

- General Use COMMUNICATION SYSTEMS .... 2-35
- Disposal Use COMMUNICATION SYSTEMS - INSTALLATION AND DISPOSAL . 2-40
- Installation Use COMMUNICATION SYSTEMS - INSTALLATION AND DISPOSAL ..... 2-40
- Maintenance Use COMMUNICATION SYSTEMS - MAINTENANCE AND REPAIRS.. 2-45
- Purchase Use COMMUNICATION SYSTEMS - INSTALLATION AND DISPOSAL ... 2-40

COMMUNITY:

- Campaigns Use CAMPAIGNS AND CANVASSING..... 1-35
- Chest
  - Charitable Activities Use CHARITY ..... 1-45
  - Organisation Use ASSOCIATIONS AND CLUBS ..... 1-20
- Drives Use CAMPAIGNS AND CANVASSING. .... 1-35
- Health and Safety Use COMMUNITY HEALTH AND SAFETY ... 1-60
- Services Use COMMUNITY SERVICES ..... 1-65

COMMUNITY HEALTH: Use COMMUNITY HEALTH AND SAFETY ... 1-60

COMMUNITY SERVICES: Use COMMUNITY SERVICES ..... 1-65

COMPANIES: See Corporations

COMPENSATION: See Claims

COMPENSATORY LEAVE: Use HOURS OF WORK AND OVERTIME .. 5-40

COMPETITIONS:

- Promotion Use PROMOTIONS AND EXAMINATIONS ..... 5-60
- Recreation Use RECREATION AND WELFARE ..... 5-65

COMPILATION:

- Administrative Bulletins Use CIRCULARS AND DIRECTIVES ..... 1-50
- Books Use INFORMATION SERVICES - BOOKS AND PUBLICATIONS ..... 6-35
- Brochures Use INFORMATION SERVICES - BOOKS AND PUBLICATIONS ..... 6-35
- Circulars Use CIRCULARS AND DIRECTIVES ..... 1-50
- Directives Use CIRCULARS AND DIRECTIVES..... 1-50
- Office Manuals Use MANAGEMENT SERVICES..... 1-125
- Pamphlets Use INFORMATION SERVICES - BOOKS AND PUBLICATIONS..... 6-35
- Publications Use INFORMATION SERVICES - BOOKS AND PUBLICATIONS..... 6-35
- Reports and Statistics See Reports

COMPLAINTS:

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

COMPULSORY RETIREMENT: See Retirement

COMPUTERS: See Electronic Data Processing (EDP)

CONDITIONS:

- Employment Use RECRUITMENT ..... 5-25
- Working Use HEALTH AND SAFETY . ..... 5-35

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

CONDUCT (STAFF): Use CONDUCT AND DISCIPLINE..... 5-20

CONFERENCES:

- Agenda Use CONFERENCES AND SEMINARS ..... 1-75
- Minutes Use CONFERENCES AND SEMINARS ..... 1-75
- Participation Use CONFERENCES AND SEMINARS..... 1-75
- Preparation of Speeches Use CONFERENCES AND SEMINARS... ..... 1-75
- Proceedings Use CONFERENCES AND SEMINARS..... 1-75
- Reports Use CONFERENCES AND SEMINARS ..... 1-75
- Travel Allowances Use ALLOWANCES ..... 4-30
- Travel Arrangements Use CONFERENCES AND SEMINARS ..... 1-75
- Travel Expense Claims Use CLAIMS ..... 4-50
- Travel Insurance Use INSURANCE ..... 4-70

CONFIDENTIAL RECORDS: **See** Records

CONFIRMATION (EMPLOYMENT): **Use** RECRUITMENT ..... 5-25

CONFISCATED GOODS: **Use** EQUIPMENT, SUPPLIES AND SERVICES or  
specific equipment by type..... 3-5

CONGRATULATIONS: **Use** APPRECIATION AND CONDOLENCES ..... 1-15

CONGRESSES: **See** Conferences

CONNECTION:

- Communication Systems **Use** COMMUNICATION SYSTEMS -  
INSTALLATION AND DISPOSAL ..... 2-40
- Tele-communication Systems **Use** COMMUNICATION SYSTEMS -  
INSTALLATION AND DISPOSAL..... 2-40
- Utilities **Use** UTILITIES AND BUILDING SERVICES FACILITIES -  
INSTALLATION AND DISPOSAL ..... 2-55

CONSERVATION:

- Energy **Use** ACCOMMODATION - BUILDING MANAGEMENT ..... 2-15
- Environment **Use** ENVIRONMENTAL MANAGEMENT ..... 1-95
- Historical Objects **Use** MONUMENTS... ..... 1-130
- Records
  - General **Use** INFORMATION MANAGEMENT AND  
RECORDS MANAGEMENT..... 6-60
  - Historical **Use** ARCHIVES ..... 6-10

CONSOLATION: **Use** APPRECIATION AND CONDOLENCES ..... 1-15

CONSTRUCTION:

- Accommodation **Use** ACCOMMODATION ..... 2-5
- Communication Systems **Use** COMMUNICATION SYSTEMS -  
INSTALLATION AND DISPOSAL ..... 2-40
- Telecommunication Systems **Use** COMMUNICATION SYSTEMS -  
INSTALLATION AND DISPOSAL..... 2-40
- Utilities **Use** UTILITIES AND BUILDING SERVICES FACILITIES -  
INSTALLATION AND DISPOSAL ..... 2-55

CONSULTANTS:

- Employment **Use** RECRUITMENT ..... 5-25
- Fees **See** Fees

CONTINGENCY PLANNING: **Use** EMERGENCY PLANNING ..... 1-90

CONTRACTED SERVICES: **See** Specific subjects

CONTRACTS: **See** Specific subjects

CONTRIBUTIONS: **See** Gifts

COPYING CHARGES: **See** Fees

COPYRIGHT:

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

CORNERSTONES:

- Laying of **Use** CEREMONIES AND CELEBRATIONS ..... 1-40

CORPORATIONS:

- General **Use** CORPORATIONS AND FIRMS ..... 1-80
- Advertising Brochures and Pamphlets **Use** CATALOGUES, MANUALS AND  
PRICE LISTS ..... 3-20
- Canvassing **Use** CORPORATIONS AND FIRMS ..... 1-80
- Sponsorship **Use** CORPORATIONS AND FIRMS ..... 1-80

CORRESPONDENCE MANAGEMENT: **Use** INFORMATION MANAGEMENT AND  
RECORDS MANAGEMENT ..... 6-60

CORRUPTION:

- Campaigns **Use** CAMPAIGNS AND CANVASSING ..... 1-35
- Staff **Use** CONDUCT AND DISCIPLINE ..... 5-20

COUNCILS: Use COMMITTEES, COUNCILS AND COMMISSIONS ..... 1-55

COURIER SERVICES: Use OFFICE SERVICES ..... 1-135

COURSES: See Training

COURTS OF INQUIRY:

- General Use COMMITTEES, COUNCILS AND COMMISSIONS.. ..... 1-55
- Discipline Use CONDUCT AND DISCIPLINE ... ..... 5-20

CRIME:

- Campaigns Use CAMPAIGNS AND CANVASSING..... 1-35
- Staff Use CONDUCT AND DISCIPLINE..... 5-20

CUPBOARDS: See Furniture

CURTAILMENT (EMPLOYMENT): Use TERMINATION OF SERVICE.. ..... 5-90

CURTAIN: Use FURNITURE AND FURNISHINGS ..... 3-35

CUSTODY:

- Cash Use SECURITY.. ..... 1-190
- Records Use INFORMATION MANAGEMENT AND RECORDS MANAGEMENT ..... 6-60
- Valuables Use SECURITY..... 1-190

CUSTOMER SERVICE: Use MANAGEMENT SERVICES ..... 1-125



**D**

**Schedule and  
Classification Number**

**DAMAGE:**

- Accommodation
  - Claims **Use CLAIMS** ..... 4-50
  - Incidents of **Use ACCOMMODATION - DAMAGE**..... 2-20
  - Investigations **Use ACCOMMODATION - DAMAGE** ..... 2-20
- Equipment **Use EQUIPMENT, SUPPLIES AND SERVICES** or  
specific equipment by type..... 3-5

**DATA PROCESSING:** **See** Electronic Data Processing (EDP)

**DEATH BENEFIT:**

- Insurance **Use INSURANCE**..... 4-70

**DECORATIONS:**

- Accommodation **Use FURNITURE AND FURNISHINGS** ..... 3-35
- Awards **Use AWARDS AND HONOURS**..... 5-15
- Honours **Use AWARDS AND HONOURS** ..... 5-15
- Office **Use FURNITURE AND FURNISHINGS**.. ..... 3-35
- Supplies **Use FURNITURE AND FURNISHINGS** ..... 3-35

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

**DELEGATION OF AUTHORITY:**

- Organisation **Use ORGANISATION** ..... 1-145
- Staff **Use ESTABLISHMENT**... ..... 5-30

**DELINQUENCY:**

- Public **Use SECURITY** ..... 1-190
- Staff **Use CONDUCT AND DISCIPLINE**..... 5-20

**DELIVERY SERVICES (MAIL):** **Use OFFICE SERVICES**..... 1-135

DEMONSTRATIONS:

- Exhibitions **Use** INFORMATION SERVICES - EXHIBITIONS..... 6-40
- Protests
  - Public **See** Civil Disturbances
  - Staff **Use** STAFF RELATIONS... 5-70
- Training **Use** TRAINING AND DEVELOPMENT ..... 5-95

DEMOTION: **Use** CONDUCT AND DISCIPLINE ..... 5-20

DENTAL SERVICES (STAFF): **Use** HEALTH AND SAFETY ..... 5-35

DEPARTMENTAL FORMS: **See** Forms

DEPARTMENTAL QUARTERS: **See** Accommodation

DEPOSITS (BANKS): **Use** BANKS AND BANKING..... 4-40

DEPLOYMENT (STAFF): **Use** APPOINTMENTS AND POSTING..... 5-10

DESKS: **Use** FURNITURE AND FURNISHINGS ..... 3-35

DESIGNS:

- Accommodation **Use** ACCOMMODATION - FITTING OUT AND REPAIRS..... 2-25
- Computer Systems **Use** INFORMATION TECHNOLOGY AND  
COMPUTER SYSTEMS ..... 6-15
- Forms **Use** INFORMATION MANAGEMENT AND RECORDS MANAGEMENT.. 6-60
- Logos **Use** BADGES, EMBLEMS AND FLAGS. .... 1-25

DESPATCH SERVICES: **Use** OFFICE SERVICES ..... 1-135

DESTRUCTION: **See** Disposal

DEVELOPMENT:

- Training **Use** TRAINING AND DEVELOPMENT ..... 5-95

DEVICES: **See** Equipment

DIALECTIC ALLOWANCES: **Use** ALLOWANCES ..... 4-30

DICTAPHONES: **Use** OFFICE MACHINES AND EQUIPMENT ..... 3-45

DICTATING MACHINES: **Use** OFFICE MACHINES AND EQUIPMENT ..... 3-45

DIGNITARIES:

- Lists **Use** PROTOCOL ..... 1-155
- Priority Order in Ceremonies **Use** PROTOCOL..... 1-155
- Visits **Use** VISITS AND TOURS..... 1-200

DINING ROOMS: **See** Cafeterias

DIPLOMACY: **Use** PROTOCOL ..... 1-155

DIRECTIVES:

- General **Use** CIRCULARS AND DIRECTIVES .. ..... 1-50
- Management **Use** INFORMATION MANAGEMENT AND  
RECORDS MANAGEMENT ..... 6-60

DIRECTORIES:

- Organisations **Use** ASSOCIATIONS AND CLUBS ..... 1-20
- Staff **Use** ESTABLISHMENT... ..... 5-30
- Telephone
  - Departmental **Use** INFORMATION SERVICES - BOOKS AND  
PUBLICATIONS... ..... 6-35

DISASTERS:

- Boards of Inquiry **Use** COMMITTEES, COUNCILS AND COMMISSIONS ..... 1-55
- Damage to Accommodation
  - General **Use** ACCOMMODATION - DAMAGE ..... 2-20
  - Claims **Use** CLAIMS ..... 4-50
- Demonstrations **See** Civil Disturbances
- Disturbances **See** Civil Disturbances
- Fires **See** Fires
- Floods **See** Floods
- Incidents of **Use** EMERGENCY PLANNING ..... 1-90

DISASTERS (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
- Rainstorms **See** Typhoons
- Rebellion **See** Civil Disturbances
- Records **Use** INFORMATION MANAGEMENT AND RECORDS MANAGEMENT ..... 6-60
- Regulations **Use** EMERGENCY PLANNING ..... 1-90
- Reports **Use** EMERGENCY PLANNING..... 1-90
- Riots **See** Civil Disturbances
- Typhoons **See** Typhoons

DISBURSEMENT: **Use** ACCOUNTS AND ACCOUNTING ..... 4-10

DISCRIMINATION:

- Public **Use** COMPLAINTS ..... 1-70
- Staff
  - General **Use** CONDUCT AND DISCIPLINE..... 5-20
  - Appeals **Use** STAFF RELATIONS - APPEALS AND GRIEVANCES ..... 5-75
  - Complaints **Use** STAFF RELATIONS - APPEALS AND GRIEVANCES ..... 5-75
  - Grievances **Use** STAFF RELATIONS - APPEALS AND GRIEVANCES ..... 5-75

DISCIPLINE:

- Staff **Use** CONDUCT AND DISCIPLINE..... 5-20

DISCS: **See** Electronic Data Processing (EDP)

DISEASES:

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

DISKETTES: **See** Electronic Data Processing (EDP)

DISKS: **See** Electronic Data Processing (EDP)

DISMISSALS: Use TERMINATION OF SERVICE ..... 5-90

DISOBEDIENCE: Use CONDUCT AND DISCIPLINE ... ..... 5-20

DISPLACEMENT (STAFF): Use APPOINTMENTS AND POSTING ..... 5-10

DISPLAYS: Use INFORMATION SERVICES - EXHIBITIONS..... 6-40

DISPOSAL:

- Accommodation Use ACCOMMODATION - ACQUISITION AND DISPOSAL ..... 2-10
- Communication Systems Use COMMUNICATION SYSTEMS -  
INSTALLATION AND DISPOSAL ..... 2-40
- Equipment and Supplies Use EQUIPMENT, SUPPLIES AND SERVICES or  
specific equipment by type ..... 3-5
- Files Use INFORMATION MANAGEMENT AND RECORDS MANAGEMENT ... ..... 6-60
  - Personal Use INFORMATION MANAGEMENT AND  
RECORDS MANAGEMENT ..... 6-60
- Garbage Use ACCOMMODATION - BUILDING MANAGEMENT ..... 2-15
- Hazardous Waste Use ENVIRONMENTAL MANAGEMENT ..... 1-95
- Library Material Use LIBRARY SERVICES ..... 6-55
- Paper Recycling/Shredding Use OFFICE SERVICES ..... 1-135
- Records Use INFORMATION MANAGEMENT AND RECORDS MANAGEMENT ..... 6-60
- Stationery Use STATIONERY .. ..... 3-65
- Utilities Use UTILITIES AND BUILDING SERVICES FACILITIES -  
INSTALLATION AND DISPOSAL ..... 2-55
- Vehicles Use VEHICLES ..... 3-75

DISPUTES:

- Lawsuits Use LEGAL MATTERS ..... 1-115
- Staff Use STAFF RELATIONS - APPEALS AND GRIEVANCES . ..... 5-75
- Union Use STAFF RELATIONS - UNION ..... 5-80

DISSEMINATION (INFORMATION): Use INFORMATION SERVICES... ..... 6-20

DISTURBANCES: See Civil Disturbances

DOCUMENTS: Use INFORMATION MANAGEMENT AND RECORDS MANAGEMENT ..... 6-60

DOMESTIC APPLIANCES: Use FURNITURE AND FURNISHINGS ..... 3-35

DONATIONS: **See** Gifts

DOWNPAYMENT LOAN: **Use** ALLOWANCES..... 4-30

DRAINAGE PIPES: **Use** UTILITIES AND BUILDING SERVICES FACILITIES  
or specific subjects .... 2-50

DRAPES: **Use** FURNITURE AND FURNISHINGS ..... 3-35

DRESSES: **See** Clothing

DRIVES: **See** Campaigns

DRUG ADDICTION:

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

DRUGS: **Use** MEDICAL EQUIPMENT AND SUPPLIES ..... 3-40

DUES: **See** Fees

DUPLICATION(ING):

- Equipment **Use** OFFICE MACHINES AND EQUIPMENT..... 3-45
- Services
  - General **Use** OFFICE SERVICES ..... 1-135
  - Charges **See** Charges
- Vital Records **Use** INFORMATION MANAGEMENT AND  
RECORDS MANAGEMENT..... 6-60

DUTIES:

- Agencies or Departments **Use** ORGANISATION. .... 1-145
  - Transfers **Use** ORGANISATION. .... 1-145
- Staff
  - Delegation and Distribution **Use** ESTABLISHMENT..... 5-30
  - Inventories **Use** ESTABLISHMENT ..... 5-30
  - Lists **Use** ESTABLISHMENT ..... 5-30
  - Rosters **Use** HOURS OF WORK AND OVERTIME..... 5-40
- Visits **Use** VISITS AND TOURS..... 1-200

**E**

**Schedule and  
Classification Number**

E-MAIL (ELECTRONIC MAIL): **See** Electronic Mail (E-Mail)

EARTHQUAKES:

- Preventive Measures **Use** EMERGENCY PLANNING ..... 1-90

EATING FACILITIES: **See** Cafeterias

EATING PLACES: **See** Cafeterias

EDP (ELECTRONIC DATA PROCESSING): **See** Electronic Data Processing (EDP)

EDUCATION:

- Allowances
  - Local **Use** ALLOWANCES ..... 4-30
  - Overseas **Use** ALLOWANCES..... 4-30
- Equipment **Use** EQUIPMENT, SUPPLIES AND SERVICES or  
specific equipment by type..... 3-5
- Training **See** Training

EFFICIENCY:

- Office Procedures **Use** MANAGEMENT SERVICES ..... 1-125
- Staff **Use** PERFORMANCE AND APPRAISAL.. ..... 5-55

ELECTIONS:

- Associations, Clubs **Use** ASSOCIATIONS AND CLUBS ..... 1-20
- Commercial Firms and Companies **Use** CORPORATIONS AND FIRMS..... 1-80
- Committees, Councils, Commissions **Use** COMMITTEES, COUNCILS AND  
COMMISSIONS ..... 1-55
- Polls Results **Use** ELECTIONS. .... 1-85
- Registration **Use** ELECTIONS.. ..... 1-85

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

ELECTRIC TYPEWRITERS: **Use** OFFICE MACHINES AND EQUIPMENT ..... 3-45

ELECTRICAL WORKS: **Use** UTILITIES AND BUILDING SERVICES FACILITIES  
or specific subjects ..... 2-50

ELECTRICITY:

- Expenditure **Use** EXPENDITURE ..... 4-15  
- Installation **Use** UTILITIES AND BUILDING SERVICES FACILITIES -  
INSTALLATION AND DISPOSAL ..... 2-55

ELECTRONIC DATA PROCESSING (EDP):

- Equipment and Supplies  
- General **Use** COMPUTER EQUIPMENT AND SUPPLIES .. 3-30  
- Disposal **Use** COMPUTER EQUIPMENT AND SUPPLIES. 3-30  
- Evaluation **Use** COMPUTER EQUIPMENT AND SUPPLIES ..... 3-30  
- Installation **Use** COMPUTER EQUIPMENT AND SUPPLIES ..... 3-30  
- Procurement **Use** COMPUTER EQUIPMENT AND SUPPLIES ..... 3-30  
- Management **Use** INFORMATION TECHNOLOGY AND COMPUTER SYSTEMS ..... 6-15  
- System Evaluation **Use** INFORMATION TECHNOLOGY AND  
COMPUTER SYSTEMS ..... 6-15  
- System Selection **Use** INFORMATION TECHNOLOGY AND COMPUTER SYSTEMS. 6-15  
- Training **See** Training  
- User Requirements **Use** INFORMATION TECHNOLOGY AND  
COMPUTER SYSTEMS ..... 6-15  
- User Specifications **Use** INFORMATION TECHNOLOGY AND  
COMPUTER SYSTEMS ..... 6-15

ELECTRONIC MAIL (E-MAIL):

- Equipment  
- Disposal **Use** COMPUTER EQUIPMENT AND SUPPLIES. .... 3-30  
- Installation **Use** COMPUTER EQUIPMENT AND SUPPLIES ..... 3-30  
- Management  
- Data/Information **Use** INFORMATION MANAGEMENT AND  
RECORDS MANAGEMENT ..... 6-60  
- System **Use** INFORMATION TECHNOLOGY AND COMPUTER SYSTEMS ..... 6-15

ELEVATORS: **See** Lifts

EMBLEMS: **See** Badges

EMERGENCIES: **See** Emergency Planning



EMERGENCY PLANNING:

- General **Use** EMERGENCY PLANNING ..... 1-90
- Medical Service
  - Public **Use** COMMUNITY HEALTH AND SAFETY ..... 1-60
  - Staff **Use** HEALTH AND SAFETY ..... 5-35

EMOLUMENTS: **See** Salaries

EMPLOYEES: **See** Human Resources

EMPLOYMENT: **Use** RECRUITMENT ..... 5-25

ENERGY:

- Conservation **Use** ACCOMMODATION - BUILDING MANAGEMENT .... 2-15
- Management **Use** ACCOMMODATION - BUILDING MANAGEMENT ..... 2-15

ENQUIRIES: **See** Inquiry

ENTERTAINMENT:

- Allowances **Use** ALLOWANCES ..... 4-30
- Celebrations **Use** CEREMONIES AND CELEBRATIONS ..... 1-40
- Conferences and Seminars **Use** CONFERENCES AND SEMINARS ..... 1-75
- Equipment **Use** RECREATIONAL EQUIPMENT AND SUPPLIES ..... 3-55
- Staff **Use** RECREATION AND WELFARE ..... 5-65
- Visits and Tours **Use** VISITS AND TOURS ..... 1-200

ENVIRONMENT(AL):

- Accommodation **Use** ACCOMMODATION - BUILDING MANAGEMENT ..... 2-15
- Control **Use** ENVIRONMENTAL MANAGEMENT ..... 1-95
- Management **Use** ENVIRONMENTAL MANAGEMENT ..... 1-95
- Protection **Use** ENVIRONMENTAL MANAGEMENT ..... 1-95
- Staff **Use** HEALTH AND SAFETY ..... 5-35

EQUAL EMPLOYMENT OPPORTUNITY:

- Job applicants **Use** RECRUITMENT ..... 5-25
- Staff complaints **Use** STAFF RELATIONS – APPEALS AND GRIEVANCES ..... 5-75

EQUIPMENT:

- General Use EQUIPMENT, SUPPLIES AND SERVICES or  
specific equipment by type..... 3-5
- Accidents Use ACCIDENTS..... 1-5
- Accounting and Inventories Use EQUIPMENT, SUPPLIES AND SERVICES or  
specific equipment by type..... 3-5
- Address Cards Use STATIONERY..... 3-65
- Alarm Systems Use SECURITY EQUIPMENT AND SUPPLIES.... 3-60
- Audiovisual Use AUDIOVISUAL AND PHOTOGRAPHIC EQUIPMENT AND  
SUPPLIES . ..... 3-10
- Automation Use COMPUTER EQUIPMENT AND SUPPLIES ..... 3-30
- Automobiles Use VEHICLES ... ..... 3-75
- Beds Use FURNITURE AND FURNISHINGS.... 3-35
- Cabinets Use FURNITURE AND FURNISHINGS ..... 3-35
- Cafeterias Use CANTEEN AND PANTRY EQUIPMENT AND SUPPLIES. .... 3-15
- Calculators Use OFFICE MACHINES AND EQUIPMENT ..... 3-45
- Cameras Use AUDIOVISUAL AND PHOTOGRAPHIC SUPPLIES..... 3-10
- Canteens Use CANTEEN AND PANTRY EQUIPMENT AND SUPPLIES .. ..... 3-15
- Catalogues Use CATALOGUES, MANUALS AND PRICE LISTS. .... 3-20
- Chairs Use FURNITURE AND FURNISHINGS.. ..... 3-35
- Clocks Use FURNITURE AND FURNISHINGS. .... 3-35
- Clothing Use CLOTHING..... 3-25
- Communication Systems See Communication Systems
- Computers See Electronic Data Processing (EDP)
- Destruction See Disposal
- Disposal See Disposal
- Domestic Appliances Use FURNITURE AND FURNISHINGS..... 3-35
- Drugs Use MEDICAL EQUIPMENT AND SUPPLIES..... 3-40
- Duplicating Use OFFICE MACHINES AND EQUIPMENT ..... 3-45
- Educational See Specific equipment by type
- Electronic Data Processing See Electronic Data Processing (EDP)
- Entertainment Use RECREATIONAL EQUIPMENT AND SUPPLIES..... 3-55
- Filing Cabinets Use FURNITURE AND FURNISHINGS ..... 3-35
- Film Use AUDIOVISUAL AND PHOTOGRAPHIC EQUIPMENT AND  
SUPPLIES ..... 3-10
- Forms Use STATIONERY..... 3-65
- Furniture/Furnishings Use FURNITURE AND FURNISHINGS ..... 3-35
- Hand Punches Use STATIONERY ..... 3-65
- Inventories Use EQUIPMENT, SUPPLIES AND SERVICES or  
specific equipment by type..... 3-5
- Issue Use EQUIPMENT, SUPPLIES AND SERVICES or  
specific equipment by type..... 3-5
- Loans Use EQUIPMENT, SUPPLIES AND SERVICES or  
specific equipment by type..... 3-5
- Lockers Use FURNITURE AND FURNISHINGS ..... 3-35
- Locks Use SECURITY EQUIPMENT AND SUPPLIES ..... 3-60

EQUIPMENT (CONTD.):

- Maintenance
  - General **Use** EQUIPMENT, SUPPLIES AND SERVICES or  
specific equipment by type.. ..... 3-5
  - Communication Systems **See** Communication Systems
  - Utilities **See** Utilities
- Manuals **Use** CATALOGUES, MANUALS AND PRICE LISTS..... 3-20
- Medical **Use** MEDICAL EQUIPMENT AND SUPPLIES..... 3-40
- Micrographic **Use** AUDIOVISUAL AND PHOTOGRAPHIC EQUIPMENT AND  
SUPPLIES ..... 3-10
- Office Equipment **Use** OFFICE MACHINES AND EQUIPMENT... ..... 3-45
- Pantry **Use** CANTEEN AND PANTRY EQUIPMENT AND SUPPLIES ..... 3-15
- Paper **Use** STATIONERY..... 3-65
- Photocopying **Use** OFFICE MACHINES AND EQUIPMENT ..... 3-45
- Photographic **Use** AUDIOVISUAL AND PHOTOGRAPHIC EQUIPMENT AND  
SUPPLIES ..... 3-10
- Price Lists **Use** CATALOGUES, MANUALS AND PRICE LISTS ..... 3-20
- Procurement **Use** EQUIPMENT, SUPPLIES AND SERVICES or  
specific equipment by type..... 3-5
- Projectors **Use** AUDIOVISUAL AND PHOTOGRAPHIC EQUIPMENT AND  
SUPPLIES .... 3-10
- Recreation **Use** RECREATIONAL EQUIPMENT AND SUPPLIES .... 3-55
- Repairs **Use** EQUIPMENT, SUPPLIES AND SERVICES or  
specific equipment by type ..... 3-5
- Requisitions **Use** EQUIPMENT, SUPPLIES AND SERVICES or  
specific equipment by type..... 3-5
- 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
- Surplus **See** Disposal
- 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
- Utilities **See** Utilities
- Vehicles **Use** VEHICLES..... 3-75
- Video Cassettes **Use** AUDIOVISUAL AND PHOTOGRAPHIC EQUIPMENT AND  
SUPPLIES..... 3-10
- Write-offs **See** Disposal

ERGONOMICS: **See** Accommodation



EXPENDITURE:

- Policy and Procedures   **Use** EXPENDITURE CONTROL ..... 4-55
- General   **Use** EXPENDITURE ... ..... 4-15
- Accounts   **Use** EXPENDITURE. .... 4-15
- Advances   **Use** ADVANCES ..... 4-25
- 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
- Salaries   **Use** SALARIES ..... 4-85
- Special Advances   **Use** ADVANCES ..... 4-25
- Travel Claims   **Use** CLAIMS ..... 4-50
- Utilities   **Use** EXPENDITURE... ..... 4-15
- Wages   **Use** SALARIES ..... 4-85

EXPENDITURES:   **See** Expenditure

EXPENSE CLAIMS:

- Finance   **Use** CLAIMS ..... 4-50

EXPLOSION:

- General   **Use** ACCIDENTS ..... 1-5
- Prevention   **Use** EMERGENCY PLANNING ..... 1-90

EXTENSION OF SERVICE:   **Use** APPOINTMENTS AND POSTING ..... 5-10

EXTRANEOUS DUTIES ALLOWANCES:   **Use** ALLOWANCES ..... 4-30



FILES: See Records

FILMS:

- Equipment Use AUDIOVISUAL AND PHOTOGRAPHIC EQUIPMENT AND SUPPLIES..... 3-10
- Information Services Use INFORMATION SERVICES - AUDIOVISUAL AIDS ..... 6-30
- Training See Training

FINANCE(IAL):

- General Use FINANCE AND ACCOUNTING .... 4-5
- Accounts
  - Accounts Payable Use EXPENDITURE..... 4-15
  - 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
- Imprest Accounts Use ADVANCES ..... 4-25
- Insurance Use INSURANCE..... 4-70
- Multi-Year Plans See Multi-Year Plans
- Pension Use PENSION..... 4-75
- Petty Cash Use ADVANCES .... 4-25
- Reporting Use ACCOUNTS AND ACCOUNTING..... 4-10
- Returns Use RETURNS AND STATEMENTS .... 4-80
- Revenues Use REVENUE..... 4-20
- Statements Use RETURNS AND STATEMENTS ..... 4-80
- Summaries Use ACCOUNTS AND ACCOUNTING..... 4-10

FINES: Use EXPENDITURE .. 4-15

FIRE ARMS: Use SECURITY ..... 1-190

**FIRES:**

- 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
- 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

**FIRMS: See Corporations**

**FIRST AID:**

- 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**

**FLAGS: See Badges**

**FLEXIBLE HOURS: Use HOURS OF WORK AND OVERTIME..... 5-40**

**FLOODS:**

- 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

FLOW CHARTS: Use MANAGEMENT SERVICES ..... 1-125

FLYING SERVICES: Use TRANSPORTATION ..... 1-195

FORECASTS:

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

FORMS:

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

FRINGE BENEFITS: See Allowances

FUNCTIONS:

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

FUNDS:

- 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

**G**

**Schedule and  
Classification Number**

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 203 – Uniform Record Card Use CLOTHING ..... 3-25
- GF 292 – Counter Record of Issues / Returns of Uniform Use CLOTHING ..... 3-25
- 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.*

GIFTS:

- 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

GRADE REVIEW: Use ESTABLISHMENT ..... 5-30

GRADING (RECORDS): Use INFORMATION MANAGEMENT AND  
RECORDS MANAGEMENT ..... 6-60

GRANTS: See Funds

GRATUITY: Use PENSION..... 4-75

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

**H**

**Schedule and  
Classification Number**

HAND OVER: **See** Transfers

HAND PUNCHES: **Use** STATIONERY ..... 3-65

HARASSMENT:

- Public **Use** COMPLAINTS ..... 1-70
- Staff
  - General **Use** CONDUCT AND DISCIPLINE..... 5-20
  - Complaints **Use** STAFF RELATIONS - APPEALS AND GRIEVANCES ..... 5-75

HARDSHIP ALLOWANCES: **Use** ALLOWANCES ..... 4-30

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

HAZARDOUS WASTE: **Use** ENVIRONMENTAL MANAGEMENT ..... 1-95

HEALTH:

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

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

HEPATITIS:

- Prevention Programme **Use** COMMUNITY HEALTH AND SAFETY ..... 1-60

HISTORY(ICAL):

- Agencies or Departments **Use** HISTORICAL MATTERS ..... 1-105
- Buildings **Use** MONUMENTS.. ..... 1-130
- Columns **Use** MONUMENTS... ..... 1-130
- Objects **Use** MONUMENTS ..... 1-130
- Records **Use** ARCHIVES ..... 6-10
- Statues **Use** MONUMENTS..... 1-130

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

HOTEL RESERVATIONS:

- 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 (CONTD.):

- 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.):

- Recruitment Use RECRUITMENT ..... 5-25
- Redeployment Use APPOINTMENTS AND POSTING ..... 5-10
- Relations Use STAFF RELATIONS or specific subjects..... 5-70
- Releases Use APPOINTMENTS AND POSTING ..... 5-10
- Resignation See Retirement
- Retirement See Retirement
- Salaries Use SALARIES ..... 4-85
- Scholarships Use AWARDS AND HONOURS.... 5-15
- Secondments Use APPOINTMENTS AND POSTING ..... 5-10
- Security Use STAFF SECURITY / INTEGRITY CHECK..... 5-85
- Separation Use TERMINATION OF SERVICE... 5-90
- Sexual Harassment See Harassment
- Sports Use RECREATION AND WELFARE ..... 5-65
- Staff Identification Cards Use LICENCES, PASSES AND PERMITS ..... 1-120
- Staff Relations Use STAFF RELATIONS ..... 5-70
- Staffing Use RECRUITMENT.. ..... 5-25
- Statistics Use HUMAN RESOURCES PLANNING ..... 5-45
- Training Use TRAINING AND DEVELOPMENT ..... 5-95
- Transfers Use APPOINTMENTS AND POSTING ..... 5-10
- Union Relations Use STAFF RELATIONS - UNION ..... 5-80
- Wages Use SALARIES ..... 4-85
- Welfare Fund Use RECREATION AND WELFARE..... 5-65

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

HYGIENE:

- Accommodation Use ACCOMMODATION - BUILDING MANAGEMENT ..... 2-15
- Cafeterias Use CAFETERIAS AND EATING FACILITIES ..... 1-30
- Canteens Use CAFETERIAS AND EATING FACILITIES..... 1-30
- Community Use COMMUNITY HEALTH AND SAFETY..... 1-60
- Environment Use ENVIRONMENTAL MANAGEMENT ..... 1-95
- Office Use ACCOMMODATION - BUILDING MANAGEMENT.. ..... 2-15
- Pantries Use CAFETERIAS AND EATING FACILITIES..... 1-30
- Quarters Use ACCOMMODATION - BUILDING MANAGEMENT ..... 2-15
- Staff Use HEALTH AND SAFETY ..... 5-35



**I**

**Schedule and  
Classification Number**

**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



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

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

INTERNATIONAL RELATIONS: Use PROTOCOL ..... 1-155

INTERVIEW:

- Appointments Use APPOINTMENTS AND POSTING ..... 5-10
- 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

INVENTIONS:

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

INVENTORIES:

- Equipment Use EQUIPMENT, SUPPLIES AND SERVICES or  
specific equipment by type..... 3-5
- Manpower Use ESTABLISHMENT ..... 5-30
- Property Use ACCOMMODATION ..... 2-5
- Records Use INFORMATION MANAGEMENT AND RECORDS MANAGEMENT ..... 6-60

INVESTIGATIONS:

- Accidents
  - General Use ACCIDENTS..... 1-5
  - Staff Use ACCIDENTS AND INJURIES.. 5-5
- Accommodation (Damage) Use ACCOMMODATION - DAMAGE ..... 2-20
- Burglaries, Thefts, Vandalism Use SECURITY.... 1-190
- Complaints See Complaints
- Disasters Use EMERGENCY PLANNING ..... 1-90
- Staff Use CONDUCT AND DISCIPLINE..... 5-20

INVESTMENT:

- Personal Use CONDUCT AND DISCIPLINE..... 5-20

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



**J**

**Schedule and  
Classification Number**

JANITORIAL SERVICES:   **Use** ACCOMMODATION - BUILDING MANAGEMENT ..... 2-15

**JOBS:**

- Advertising of Opening   **Use** RECRUITMENT ..... 5-25
- Analysis   **Use** ESTABLISHMENT ..... 5-30
- Attachment   **Use** APPOINTMENTS AND POSTING ..... 5-10
- Description   **Use** ESTABLISHMENT ..... 5-30
- Health and Safety   **Use** HEALTH AND SAFETY ..... 5-35
- Lists   **Use** ESTABLISHMENT... ..... 5-30
- Performance   **Use** PERFORMANCE AND APPRAISAL ..... 5-55
- Training   **Use** TRAINING AND DEVELOPMENT ..... 5-95

**K**

**Schedule and  
Classification Number**

KEYS: Use SECURITY EQUIPMENT AND SUPPLIES ..... 3-60

KIT: Use CLOTHING ..... 3-25

KITCHEN: See Cafeterias

**L**

**Schedule and  
Classification Number**

**LABOUR:**

- Relations **Use** STAFF RELATIONS ..... 5-70
- Resources **See** Human Resources
- Unions **Use** STAFF RELATIONS - UNION ..... 5-80

LAN (LOCAL AREA NETWORK): **See** Electronic Data Processing (EDP)

**LANGUAGES:**

- Training **Use** TRAINING AND DEVELOPMENT ..... 5-95
- Official **Use** OFFICIAL LANGUAGES.. ..... 1-140

LAUNDERING: **Use** CLOTHING ..... 3-25

LAWS: **Use** LEGISLATION ... ..... 1-10

LAWSUITS: **Use** LEGAL MATTERS ... ..... 1-115

LAY-OFFS: **Use** TERMINATION OF SERVICE ..... 5-90

LEAGUES: **Use** ASSOCIATIONS AND CLUBS ..... 1-20

**LEAKAGE:**

- Gas, Electricity, Water
  - Maintenance **Use** UTILITIES AND BUILDING SERVICES FACILITIES -  
MAINTENANCE AND REPAIRS..... 2-60
  - Prevention **Use** EMERGENCY PLANNING ..... 1-90
- Information **Use** SECURITY..... 1-190
- Nuclear Power **Use** EMERGENCY PLANNING . ..... 1-90

**LEASES:**

- Accommodation **Use** ACCOMMODATION - ACQUISITION AND DISPOSAL ..... 2-10
- Communication Systems **Use** COMMUNICATION SYSTEMS - INSTALLATION  
AND DISPOSAL.. ..... 2-40
- Equipment **Use** EQUIPMENT, SUPPLIES AND SERVICES or  
specific equipment by type..... 3-5



LEASES (CONTD.):

- Office    **Use** ACCOMMODATION - ACQUISITION AND DISPOSAL ..... 2-10
- Plants   **Use** FURNITURE AND FURNISHINGS .. ..... 3-35
- Quarters   **Use** ACCOMMODATION - ACQUISITION AND DISPOSAL..... 2-10
- Utilities   **Use** UTILITIES AND BUILDING SERVICES FACILITIES ..... 2-50

LEAVE:

- General   **Use** LEAVE AND AUTHORISED ABSENCE ..... 5-50
- Compensatory Leave   **Use** HOURS OF WORK AND OVERTIME .. ..... 5-40
- Time-off   **Use** HOURS OF WORK AND OVERTIME..... 5-40

LECTURES:   **See** Addresses (Speeches)

LEDGERS:

- Expenditure   **Use** EXPENDITURE ..... 4-15
- Revenue   **Use** REVENUE..... 4-20

LEGAL:

- Actions   **Use** LEGAL MATTERS ..... 1-115
- Advice   **Use** LEGAL MATTERS ..... 1-115
- Aid and Assistance
  - Staff   **Use** STAFF RELATIONS... ..... 5-70
- Documents   **See** Specific subjects
- Litigation   **Use** LEGAL MATTERS..... 1-115
- Opinion   **Use** LEGAL MATTERS ..... 1-115

LEGISLATION:   **Use** LEGISLATION.... ..... 1-10

LIBRARY SERVICES:   **Use** LIBRARY SERVICES ..... 6-55

LICENCES:

- General   **Use** LICENCES, PASSES AND PERMITS ..... 1-120
- Cafeteria   **Use** CAFETERIAS AND EATING FACILITIES ..... 1-30

LIFE:

- Insurance   **Use** INSURANCE..... 4-70
- Saving Equipment   **Use** TECHNICAL EQUIPMENT AND SUPPLIES..... 3-70

LIFTS:

- Services and Maintenance Use ACCOMMODATION - BUILDING MANAGEMENT ..... 2-15

LIGHT(ING):

- General Use UTILITIES AND BUILDING SERVICES FACILITIES ..... 2-50
- Expenditure Use EXPENDITURE ..... 4-15
- Installation Use UTILITIES AND BUILDING SERVICES FACILITIES - INSTALLATION AND DISPOSAL..... 2-55
- Maintenance Use UTILITIES AND BUILDING SERVICES FACILITIES - MAINTENANCE AND REPAIRS ..... 2-60

LISTS:

- Duties Use ESTABLISHMENT ..... 5-30
- Equipment Use EQUIPMENT, SUPPLIES AND SERVICES or specific equipment by type..... 3-5
- Jobs Use ESTABLISHMENT ... ..... 5-30
- Nominal Rolls Use ESTABLISHMENT .. ..... 5-30
- Precedence Use PROTOCOL .... ..... 1-155
- Price Use CATALOGUES, MANUALS AND PRICE LISTS ..... 3-20
- Prominent Persons Use PROTOCOL ..... 1-155
- Records Use INFORMATION MANAGEMENT AND RECORDS MANAGEMENT ..... 6-60

- LITIGATION: Use LEGAL MATTERS ..... 1-115

LOANS:

- Banking Use BANKS AND BANKING . ..... 4-40
- Equipment Use EQUIPMENT, SUPPLIES AND SERVICES or specific equipment by type..... 3-5
- Library Material Use LIBRARY SERVICES ..... 6-55
- Human Resources Use APPOINTMENTS AND POSTING ..... 5-10
- Records Use INFORMATION MANAGEMENT AND RECORDS MANAGEMENT ..... 6-60
- Salary Use ADVANCES ..... 4-25

- LOBBYING: Use CAMPAIGNS AND CANVASSING.... ..... 1-35

- LOBBYING GROUPS: Use ASSOCIATIONS AND CLUBS ..... 1-20

- LOCAL AREA NETWORK (LAN): See Electronic Data Processing (EDP)

LOCALISATION: **Use** RECRUITMENT ..... 5-25

LOCKERS **Use** FURNITURE AND FURNISHINGS..... 3-35

LOCKS:

- Equipment **Use** SECURITY EQUIPMENT AND SUPPLIES..... 3-60
- Security **Use** ACCOMMODATION - SECURITY..... 2-30

LOG BOOKS:

- Vehicles **Use** VEHICLES..... 3-75

LOGO DESIGNS: **Use** BADGES, EMBLEMS AND FLAGS..... 1-25

LOITERING:

- Public **Use** ACCOMMODATION - SECURITY .. 2-30
- Staff **Use** CONDUCT AND DISCIPLINE..... 5-20

LONG SERVICES:

- Awards **Use** AWARDS AND HONOURS..... 5-15

LUNCHROOMS: **See** Cafeterias

**M**

**Schedule and  
Classification Number**

MACHINES: **See** Specific subjects

MAGNETIC DISKETTES: **See** Electronic Data Processing (EDP)

MAGNETIC TAPES: **See** Electronic Data Processing (EDP)

MAIL:

- Electronic **See** Electronic Mail (E-Mail)
- Management **Use** INFORMATION MANAGEMENT AND RECORDS MANAGEMENT ..... 6-60
- Registered Mail **Use** OFFICE SERVICES ..... 1-135
- Services **Use** OFFICE SERVICES ..... 1-135

MAINTENANCE:

- Accommodation **Use** ACCOMMODATION - BUILDING MANAGEMENT ..... 2-15
- Communication Systems **Use** COMMUNICATION SYSTEMS – MAINTENANCE AND REPAIRS ..... 2-45
- Equipment **Use** EQUIPMENT, SUPPLIES AND SERVICES or specific equipment by type..... 3-5
- Files **Use** INFORMATION MANAGEMENT AND RECORDS MANAGEMENT .... 6-60
- Lifts **Use** ACCOMMODATION - BUILDING MANAGEMENT .... 2-15
- Monuments **Use** MONUMENTS ..... 1-130
- Office, Quarters **Use** ACCOMMODATION - FITTING OUT AND REPAIRS ..... 2-25
- Records **Use** INFORMATION MANAGEMENT AND RECORDS MANAGEMENT ..... 6-60
- Utilities **Use** UTILITIES AND BUILDING SERVICES FACILITIES - MAINTENANCE AND REPAIRS..... 2-60
- Vehicles **Use** VEHICLES ..... 3-75

MANAGEMENT:

- General **Use** MANAGEMENT SERVICES ..... 1-125
- Archives **Use** ARCHIVES..... 6-10
- Building **Use** ACCOMMODATION - BUILDING MANAGEMENT..... 2-15
- Circulars and Directives **Use** INFORMATION MANAGEMENT AND RECORDS MANAGEMENT ..... 6-60
- Correspondence **Use** INFORMATION MANAGEMENT AND RECORDS MANAGEMENT..... 6-60
- Data **Use** INFORMATION MANAGEMENT AND RECORDS MANAGEMENT..... 6-60
- Electronic Data Processing (EDP) **See** Electronic Data Processing (EDP)
- Employee Relationship **Use** STAFF RELATIONS ..... 5-70

MANAGEMENT (CONTD.):

- Environmental Use ENVIRONMENTAL MANAGEMENT ..... 1-95
- Equipment Use EQUIPMENT, SUPPLIES AND SERVICES or  
specific equipment by type..... 3-5
- Finance See Finance(ial)
- Forms Use INFORMATION MANAGEMENT AND RECORDS MANAGEMENT... ..... 6-60
- Human Resources See Human Resources
- Information Use INFORMATION MANAGEMENT AND RECORDS MANAGEMENT 6-60
- Information Systems (MIS) See Electronic Data Processing (EDP)
- Library Use LIBRARY SERVICES ..... 6-55
- Mail Use INFORMATION MANAGEMENT AND RECORDS MANAGEMENT..... 6-60
- Office Operation Use MANAGEMENT SERVICES..... 1-125
- Records Use INFORMATION MANAGEMENT AND RECORDS MANAGEMENT ..... 6-60

MANAGEMENT INFORMATION SYSTEMS (MIS): See Electronic Data Processing (EDP)

MANAGERS:

- Assistant Departmental Records Managers Use INFORMATION MANAGEMENT AND  
RECORDS MANAGEMENT ..... 6-60
- Departmental Records Managers Use INFORMATION MANAGEMENT AND  
RECORDS MANAGEMENT ..... 6-60
- Energy Managers Use ACCOMMODATION - BUILDING MANAGEMENT..... 2-15
- Green Managers Use ENVIRONMENTAL MANAGEMENT..... 1-95

MANDATE: Use ORGANISATION..... 1-145

MANPOWER PLANNING: Use HUMAN RESOURCES PLANNING ..... 5-45

MANUALS:

- Equipment Use CATALOGUES, MANUALS AND PRICE LISTS . ..... 3-20
- Office Procedures
  - Distribution Use MANAGEMENT SERVICES ..... 1-125
  - Preparation Use MANAGEMENT SERVICES ..... 1-125
  - Printing Use PRINTING . ..... 3-50

MAP CABINETS: Use FURNITURE AND FURNISHINGS..... 3-35

MARRIAGE ADVANCES: Use ADVANCES ..... 4-25

MASS MEDIA RELATIONS: Use INFORMATION SERVICES ..... 6-20

MATERNITY LEAVE: **Use** LEAVE AND AUTHORISED ABSENCE ..... 5-50

MEASUREMENT: **See** Evaluation

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

MEDIA RELATIONS: **Use** INFORMATION SERVICES ..... 6-20

**MEDICAL:**

- Allowances **Use** ALLOWANCES ..... 4-30
- Ambulance Services **See** Ambulance Services
- Appointments **Use** HEALTH AND SAFETY ..... 5-35
- Blood Donations **Use** COMMUNITY HEALTH AND SAFETY ..... 1-60
- Community **Use** COMMUNITY HEALTH AND SAFETY ..... 1-60
- Emergency Services **See** Emergency Planning
- Equipment **Use** MEDICAL EQUIPMENT AND SUPPLIES ..... 3-40
- Examinations
  - Employment **Use** RECRUITMENT ..... 5-25
  - Inquiry **Use** COMMITTEES, COUNCILS AND COMMISSIONS ..... 1-55
- Insurance **Use** INSURANCE ..... 4-70
- Job-related **Use** HEALTH AND SAFETY ..... 5-35
- Organs Donations **Use** COMMUNITY HEALTH AND SAFETY ..... 1-60
- Supplies **Use** MEDICAL EQUIPMENT AND SUPPLIES ..... 3-40
- Treatment
  - Community **Use** COMMUNITY HEALTH AND SAFETY ... 1-60
  - Job-related **Use** HEALTH AND SAFETY ..... 5-35

**MEMBERSHIP:**

- Associations, Clubs **Use** ASSOCIATIONS AND CLUBS ..... 1-20
- Boards of Inquiry **Use** COMMITTEES, COUNCILS AND COMMISSIONS ..... 1-55
- Charitable Organisations **Use** ASSOCIATIONS AND CLUBS ..... 1-20
- Commercial Firms and Companies **Use** CORPORATIONS AND FIRMS ..... 1-80
- Committees, Councils, Commissions **Use** COMMITTEES, COUNCILS AND COMMISSIONS ..... 1-55
- Panels **Use** COMMITTEES, COUNCILS AND COMMISSIONS ..... 1-55
- Political Groups **Use** ASSOCIATIONS AND CLUBS ..... 1-20
- Social Groups **Use** ASSOCIATIONS AND CLUBS ..... 1-20
- Task Forces **Use** COMMITTEES, COUNCILS AND COMMISSIONS ..... 1-55

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

MESSENGER SERVICE: **Use** OFFICE SERVICES ..... 1-135

MESSES: **See** Cafeterias

MICROFILM(ING):

- Equipment **Use** AUDIOVISUAL AND PHOTOGRAPHIC EQUIPMENT AND SUPPLIES .. ..... 3-10
- Records **Use** INFORMATION MANAGEMENT AND RECORDS MANAGEMENT ..... 6-60
- Storage Cabinets **Use** FURNITURE AND FURNISHINGS ..... 3-35

MICROGRAPHICS:

- General **Use** INFORMATION MANAGEMENT AND RECORDS MANAGEMENT ..... 6-60
- Equipment **Use** AUDIOVISUAL AND PHOTOGRAPHIC EQUIPMENT AND SUPPLIES .. ..... 3-10

MINUTES:

- Associations, Clubs **Use** ASSOCIATIONS AND CLUBS ..... 1-20
- Boards of Inquiry **Use** COMMITTEES, COUNCILS AND COMMISSIONS ..... 1-55
- Charitable Organisations **Use** ASSOCIATIONS AND CLUBS ..... 1-20
- Commercial Firms and Companies **Use** CORPORATIONS AND FIRMS..... 1-80
- Committees, Councils, Commissions **Use** COMMITTEES, COUNCILS AND COMMISSIONS ..... 1-55
- Conferences, Seminars **Use** CONFERENCES AND SEMINARS..... 1-75
- Panels **Use** COMMITTEES, COUNCILS AND COMMISSIONS..... 1-55
- Political Groups **Use** ASSOCIATIONS AND CLUBS ..... 1-20
- Social Groups **Use** ASSOCIATIONS AND CLUBS ..... 1-20
- Task Forces **Use** COMMITTEES, COUNCILS AND COMMISSIONS ..... 1-55

MIS (MANAGEMENT INFORMATION SYSTEM): **See** Electronic Data Processing (EDP)

MISCONDUCT: **Use** CONDUCT AND DISCIPLINE ..... 5-20

MOBILE SHELVES: **Use** FURNITURE AND FURNISHINGS ..... 3-35

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

MODIFICATIONS:

- Accommodation **Use** ACCOMMODATION - FITTING OUT AND REPAIRS..... 2-25

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

MONEY: **See** Cash

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

MORTGAGE LOAN: **Use** ADVANCES ..... 4-25

MOTION PICTURES:

- Equipment **Use** AUDIOVISUAL AND PHOTOGRAPHIC EQUIPMENT AND SUPPLIES .. 3-10
- Production **Use** INFORMATION SERVICES - AUDIOVISUAL AIDS ..... 6-30
- Supplies **Use** AUDIOVISUAL AND PHOTOGRAPHIC EQUIPMENT AND SUPPLIES ..... 3-10

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

MOTOR:

- Despatch Service **Use** OFFICE SERVICES ..... 1-135
- Transport **Use** TRANSPORTATION ..... 1-195
- Vehicles **Use** VEHICLES ..... 3-75

MOVEMENT:

- Tracking
  - Records **Use** INFORMATION MANAGEMENT AND RECORDS MANAGEMENT..... 6-60

MOVING:

- Office **Use** ACCOMMODATION - ACQUISITION AND DISPOSAL ..... 2-10

MULTI-YEAR PLANS:

- Administration **Use** PLANS AND PROGRAMMES ..... 1-150
- Finance **Use** BUDGETS ..... 4-45



**N**

**Schedule and  
Classification Number**

NAME CARDS: **Use** STATIONERY ..... 3-65

NATURAL DISASTERS: **See** Disasters

NEGOTIATION (UNION): **Use** STAFF RELATIONS - UNION ..... 5-80

NETWORKING: **See** Electronic Data Processing (EDP)

**NEWS:**

- Advertising **Use** INFORMATION SERVICES - ADVERTISING..... 6-25
- Clippings **Use** INFORMATION SERVICES - PRESS CLIPPINGS. .... 6-45
- Letters **Use** INFORMATION SERVICES - BOOKS AND PUBLICATIONS ..... 6-35
- Papers **Use** LIBRARY SERVICES ..... 6-55
- Release **Use** INFORMATION SERVICES - PRESS CONFERENCES AND  
RELEASES ..... 6-50

NOMENCLATURE: **Use** INFORMATION SERVICES ... 6-20

NOMINAL ROLLS (STAFF): **Use** ESTABLISHMENT ... 5-30

**NOMINATIONS:**

- Assistant Departmental Records Managers **Use** INFORMATION MANAGEMENT AND  
RECORDS MANAGEMENT ..... 6-60
- Departmental Records Managers **Use** INFORMATION MANAGEMENT AND  
RECORDS MANAGEMENT ..... 6-60
- Energy Managers **Use** ACCOMMODATION - BUILDING MANAGEMENT..... 2-15
- Green Managers **Use** ENVIRONMENTAL MANAGEMENT..... 1-95
- Security Officers **Use** SECURITY ..... 1-190
- Training **Use** TRAINING AND DEVELOPMENT ..... 5-95

**NOTICES:**

- Associations, Clubs **Use** ASSOCIATIONS AND CLUBS ..... 1-20
- Boards **Use** FURNITURE AND FURNISHINGS. .... 3-35
- Boards of Inquiry **Use** COMMITTEES, COUNCILS AND COMMISSIONS ..... 1-55
- Charitable Organisations **Use** ASSOCIATIONS AND CLUBS ..... 1-20
- Commercial Firms and Companies **Use** CORPORATIONS AND FIRMS..... 1-80

NOTICES (CONTD.):

- Committees, Councils, Commissions    **Use** COMMITTEES, COUNCILS AND COMMISSIONS ..... 1-55
- Conferences, Seminars    **Use** CONFERENCES AND SEMINARS..... 1-75
- Gazettes    **Use** INFORMATION SERVICES..... 6-20
- Panels    **Use** COMMITTEES, COUNCILS AND COMMISSIONS.... 1-55
- Political Groups    **Use** ASSOCIATIONS AND CLUBS ..... 1-20
- Social Groups    **Use** ASSOCIATIONS AND CLUBS ..... 1-20
- Task Forces    **Use** COMMITTEES, COUNCILS AND COMMISSIONS..... 1-55

NOISE CONTROL:    **Use** ENVIRONMENTAL MANAGEMENT ..... 1-95

NUCLEAR:

- Blasts    **Use** EMERGENCY PLANNING . ..... 1-90
- Power    **Use** EMERGENCY PLANNING. .... 1-90

**O**

**Schedule and  
Classification Number**

OATHS: Use SECURITY ..... 1-190

OBNOXIOUS JOB ALLOWANCES: Use ALLOWANCES ..... 4-30

OBSERVATION ACCOUNTS: Use EXPENDITURE..... 4-15

OCCUPATIONAL:

- Safety Use HEALTH AND SAFETY ..... 5-35
- Therapy Use HEALTH AND SAFETY .. ..... 5-35

OFFICE:

- Accommodation See Accommodation
- Equipment Use OFFICE MACHINES AND EQUIPMENT..... 3-45
- Furniture and Furnishings Use FURNITURE AND FURNISHINGS ..... 3-35
- Maintenance Use ACCOMMODATION - FITTING OUT AND REPAIRS... ..... 2-25
- Manuals Use MANAGEMENT SERVICES..... 1-125
- Procedural Analysis (Studies) Use MANAGEMENT SERVICES .... 1-125
- Procedural Manuals Use MANAGEMENT SERVICES..... 1-125
- Removal Use ACCOMMODATION - ACQUISITION AND DISPOSAL ..... 2-10
  - Expenditure Use EXPENDITURE..... 4-15
- Services Use OFFICE SERVICES ..... 1-135
- Staff
  - Behaviour Use CONDUCT AND DISCIPLINE..... 5-20
  - Health and Safety Use HEALTH AND SAFETY ..... 5-35
- Surveys Use MANAGEMENT SERVICES..... 1-125

OFFICIAL LANGUAGES: Use OFFICIAL LANGUAGES ..... 1-140

OPERATION:

- Plans Use PLANS AND PROGRAMMES ..... 1-150
- Procedural Analysis (Studies) Use MANAGEMENT SERVICES .... 1-125
- Procedural Manuals Use MANAGEMENT SERVICES..... 1-125

OPTICAL DISCS: See Electronic Data Processing (EDP)

**ORDERS:**

- Administration **Use** CIRCULARS AND DIRECTIVES ..... 1-50
- In Council **Use** LEGISLATION ..... 1-10
- Statutory **Use** LEGISLATION .. ..... 1-10

**ORDINANCES:** **Use** LEGISLATION .... 1-10

**ORGANISATION:**

- Associations **Use** ASSOCIATIONS AND CLUBS ..... 1-20
- Committees, Councils, Commissions **Use** COMMITTEES, COUNCILS AND  
COMMISSIONS ..... 1-55
- Corporations and Firms **Use** CORPORATIONS AND FIRMS ..... 1-80
- Departmental Structure and Functions **Use** ORGANISATION..... 1-145

**ORGANS DONATIONS:** **Use** COMMUNITY HEALTH AND SAFETY ..... 1-60

**ORPHANS:** **See** Widows and Orphans Pension Scheme

**OUTFITS:** **See** Clothing

**OUTSIDE WORK:** **Use** HOURS OF WORK AND OVERTIME..... 5-40

**OUTSTANDING ACHIEVEMENTS:** **Use** AWARDS AND HONOURS ..... 5-15

**OVERSEAS:**

- Allowances: **Use** ALLOWANCES ..... 4-30
- Recruitment **Use** RECRUITMENT ..... 5-25

**OVERTIME:**

- General **Use** HOURS OF WORK AND OVERTIME..... 5-40
- Allowances **Use** ALLOWANCES ..... 4-30

**P**

**Schedule and  
Classification Number**

**PAINT(ING):**

- Accommodation **Use** ACCOMMODATION - FITTING OUT AND REPAIRS..... 2-25
- Furniture **Use** FURNITURE AND FURNISHINGS ..... 3-35

**PAMPHLETS:**

- General **Use** INFORMATION SERVICES - BOOKS AND PUBLICATIONS ..... 6-35
- Associations and Clubs **Use** ASSOCIATIONS AND CLUBS..... 1-20
- Committees, Councils and Commissions **Use** COMMITTEES, COUNCILS AND COMMISSIONS ..... 1-55
- Conferences, Seminars **Use** CONFERENCES AND SEMINARS..... 1-75
- Corporations and Firms **Use** CORPORATIONS AND FIRMS ..... 1-80
- Office Operation **Use** MANAGEMENT SERVICES..... 1-125
- Products and Service **Use** CATALOGUES, MANUALS AND PRICE LISTS ..... 3-20
- Training **Use** TRAINING AND DEVELOPMENT ..... 5-95
- Visits and Tours **Use** VISITS AND TOURS..... 1-200

**PANELS:** **Use** COMMITTEES, COUNCILS AND COMMISSIONS ..... 1-55

**PANTRIES:** **See** Cafeterias

**PAPERS:**

- Recycling **Use** OFFICE SERVICES ..... 1-135
- Shredders **Use** OFFICE MACHINES AND EQUIPMENT ..... 3-45
- Supplies **Use** STATIONERY .... 3-65

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

**PARKING:** **See** Car Parks

**PARTITIONING (ACCOMMODATION):** **Use** ACCOMMODATION - FITTING OUT AND REPAIRS ..... 2-25

**PASSAGE:**

- Allowances **Use** ALLOWANCES ..... 4-30
- Leave **Use** LEAVE AND AUTHORISED ABSENCE ..... 5-50
- Transport **Use** TRANSPORTATION ..... 1-195

PASSES:

- Issue of **Use LICENCES, PASSES AND PERMITS** ..... 1-120
- Parking Permit Tickets **Use LICENCES, PASSES AND PERMITS** ..... 1-120
- Systems **Use SECURITY** ..... 1-190
- Transportation **Use TRANSPORTATION** ..... 1-195

PASSWORDS: **See Security**

PATENTS:

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

PATRONAGE: **See Sponsorship**

PAYMENTS: **See Expenditure**

PENALTY (STAFF): **Use CONDUCT AND DISCIPLINE**..... 5-20

PENSIONS: **Use PENSION**..... 4-75

PERFORMANCE:

- Appraisals **See Evaluation**
- Reviews **See Reviews**

PERIODICALS: **Use LIBRARY SERVICES**..... 6-55

PERMANENT APPOINTMENTS: **Use ESTABLISHMENT**..... 5-30

PERMITS: **Use LICENCES, PASSES AND PERMITS** .... 1-120

PERSONAL DATA ACCESS **Use ACCESS** ..... 6-5

PERSONNEL:

- 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
- 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

PERSONNEL (CONTD.):

- 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	
- 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
- Recruitment	Use RECRUITMENT .....	5-25
- Redeployment	Use APPOINTMENTS AND POSTING .....	5-10
- Relations	Use STAFF RELATIONS or specific subjects.....	5-70
- Releases	Use APPOINTMENTS AND POSTING .....	5-10
- Resignation	See Retirement	
- Retirement	See Retirement	
- Salaries	Use SALARIES .....	4-85
- Scholarships	Use AWARDS AND HONOURS.....	5-15
- Secondments	Use APPOINTMENTS AND POSTING .....	5-10
- Security	Use STAFF SECURITY / INTEGRITY CHECK.....	5-85
- Separation	Use TERMINATION OF SERVICE.....	5-90
- Sexual Harassment	See Harassment	
- Sports	Use RECREATION AND WELFARE .....	5-65
- Staff Identification Cards	Use LICENCES, PASSES AND PERMITS .....	1-120
- Staff Relations	Use STAFF RELATIONS .....	5-70
- Staffing	Use RECRUITMENT ..	5-25
- Statistics	Use HUMAN RESOURCES PLANNING .....	5-45
- Training	Use TRAINING AND DEVELOPMENT .....	5-95
- Transfers	Use APPOINTMENTS AND POSTING .....	5-10
- Union Relations	Use STAFF RELATIONS - UNION .....	5-80
- Wages	Use SALARIES .....	4-85
- Welfare Fund	Use RECREATION AND WELFARE.....	5-65

PEST CONTROL: Use ACCOMMODATION - BUILDING MANAGEMENT .....

2-15

PETITIONS:

- Public	See Complaints	
- Staff	Use STAFF RELATIONS - APPEALS AND GRIEVANCES ..	5-75



PETS KEEPING: Use ACCOMMODATION - BUILDING MANAGEMENT ..... 2-15

PETTY CASH: Use ADVANCES ..... 4-25

PHOTOCOPYING:

- Equipment Use OFFICE MACHINES AND EQUIPMENT..... 3-45
- Fees See Fees
- Services Use OFFICE SERVICES ..... 1-135

PHOTOGRAPH(S)(Y):

- Advertising Use INFORMATION SERVICES - ADVERTISING.... 6-25
- Equipment Use AUDIOVISUAL AND PHOTOGRAPHIC EQUIPMENT AND SUPPLIES ... 3-10
- Historical Objects Use MONUMENTS... 1-130
- Library Use LIBRARY SERVICES ..... 6-55

PLACEMENT:

- Recruitment Use RECRUITMENT ..... 5-25
- Training Use TRAINING AND DEVELOPMENT ..... 5-95

PLAN(S)(NING):

- Accommodation Use ACCOMMODATION ..... 2-5
- Budgets Use BUDGETS..... 4-45
- Emergency Use EMERGENCY PLANNING ..... 1-90
- Estimates Use BUDGETS ..... 4-45
- Evaluations Use PLANS AND PROGRAMMES . ..... 1-150
- Human Resources Use HUMAN RESOURCES PLANNING..... 5-45
- Manpower Use HUMAN RESOURCES PLANNING..... 5-45
- Operation Use PLANS AND PROGRAMMES .... 1-150
- Programmes Use PLANS AND PROGRAMMES ..... 1-150
- Reviews Use PLANS AND PROGRAMMES ..... 1-150

PLUMBING: Use UTILITIES AND BUILDING SERVICES FACILITIES . ..... 2-50

POLITICAL:

- Activities Use CAMPAIGNS AND CANVASSING..... 1-35
- Campaigns Use CAMPAIGNS AND CANVASSING..... 1-35
- Elections Use ELECTIONS..... 1-85
- Groups Use ASSOCIATIONS AND CLUBS ..... 1-20

POLLUTION: Use ENVIRONMENTAL MANAGEMENT ..... 1-95

POOL TRANSPORT:

- General Use TRANSPORTATION ..... 1-195

- Warrant Use TRANSPORTATION ..... 1-195

POSITION ANALYSIS: Use ESTABLISHMENT ..... 5-30

POST:

- Audits Use ESTABLISHMENT ..... 5-30

- Isolated Allowances Use ALLOWANCES ..... 4-30

POSTAGE ACCOUNTS: Use EXPENDITURE.. ..... 4-15

POSTAL SERVICES: Use OFFICE SERVICES . ..... 1-135

POSTERS:

- Advertising Use INFORMATION SERVICES - ADVERTISING.... ..... 6-25

- Design Use INFORMATION SERVICES - ADVERTISING ..... 6-25

- Library Use LIBRARY SERVICES ..... 6-55

- Printing Use PRINTING..... ..... 3-50

POSTING: Use APPOINTMENTS AND POSTING ..... 5-10

PRECEDENCE : Use PROTOCOL ..... 1-155

PREJUDICE: See Discrimination

PRESENTATIONS:

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

- Ceremonies Use CEREMONIES AND CELEBRATIONS ..... 1-40

- Conferences and Seminars Use CONFERENCES AND SEMINARS ..... 1-75

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

- Lectures See Addresses (Speeches)

- Mass Media Use INFORMATION SERVICES - ADVERTISING ... ..... 6-25

- Seminars Use CONFERENCES AND SEMINARS ..... 1-75

PRESENTATIONS (CONTD.):

- Speeches **See** Addresses (Speeches)
- Visits and Tours **Use** VISITS AND TOURS..... 1-200

PRESENTS: **See** Gifts

PRESERVATION:

- Historical Buildings, Columns, Statues **Use** MONUMENTS..... 1-130
- Records
  - General **Use** INFORMATION MANAGEMENT AND RECORDS MANAGEMENT ..... 6-60
  - Historical **Use** ARCHIVES ..... 6-10

PRESS:

- Clippings **Use** INFORMATION SERVICES - PRESS CLIPPINGS. .... 6-45
- Conferences **Use** INFORMATION SERVICES - PRESS CONFERENCES AND RELEASES. .... 6-50
- Relations **Use** INFORMATION SERVICES ..... 6-20
- Releases **Use** INFORMATION SERVICES - PRESS CONFERENCES AND RELEASES..... 6-50

PRESSURE GROUPS: **Use** ASSOCIATIONS AND CLUBS ..... 1-20

PREVENTION:

- Disasters **Use** EMERGENCY PLANNING ..... 1-90
- Diseases
  - Community **Use** COMMUNITY HEALTH AND SAFETY .. ..... 1-60
  - Job-related **Use** HEALTH AND SAFETY ..... 5-35
- Fire **Use** EMERGENCY PLANNING..... 1-90
- Flood **Use** EMERGENCY PLANNING.. ..... 1-90
- Measures **Use** EMERGENCY PLANNING..... 1-90

PRINTING: **Use** PRINTING.... ..... 3-50

PRIVACY:

- Information and Records **Use** ACCESS .. ..... 6-5
- Staff **Use** STAFF RELATIONS ..... 5-70

PRIVATISATION: Use ORGANISATION ..... 1-145

PROBATION (APPOINTMENT): Use APPOINTMENTS AND POSTING. .... 5-10

PROCEDURES:

- Analysis Use MANAGEMENT SERVICES..... 1-125
- Correspondence Use INFORMATION MANAGEMENT AND RECORDS MANAGEMENT..... 6-60
- Management Use MANAGEMENT SERVICES.. ..... 1-125
- Office Use MANAGEMENT SERVICES ..... 1-125
- Organisation Use MANAGEMENT SERVICES.. ..... 1-125

PROCEEDINGS:

- Associations, Clubs Use ASSOCIATIONS AND CLUBS ..... 1-20
- Boards of Inquiry Use COMMITTEES, COUNCILS AND COMMISSIONS ..... 1-55
- Charitable Organisations Use ASSOCIATIONS AND CLUBS ..... 1-20
- Commercial Firms and Companies Use CORPORATIONS AND FIRMS..... 1-80
- Committees, Councils, Commissions Use COMMITTEES, COUNCILS AND COMMISSIONS..... 1-55
- Conferences, Seminars Use CONFERENCES AND SEMINARS..... 1-75
- Panels Use COMMITTEES, COUNCILS AND COMMISSIONS.... 1-55
- Political Groups Use ASSOCIATIONS AND CLUBS ..... 1-20
- Social Groups Use ASSOCIATIONS AND CLUBS ..... 1-20
- Task Forces Use COMMITTEES, COUNCILS AND COMMISSIONS..... 1-55

PROCESS CHARTS: Use MANAGEMENT SERVICES . .... 1-125

PROCUREMENT:

- Accommodation Use ACCOMMODATION - ACQUISITION AND DISPOSAL..... 2-10
- 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

**PROGRAMMES:**

- General	Use PLANS AND PROGRAMMES .....	1-150
- Broadcasts	Use INFORMATION SERVICES - ADVERTISING .....	6-25
- Career	Use HUMAN RESOURCES PLANNING .....	5-45
- Employment	Use RECRUITMENT .....	5-25
- Forecasts	Use BUDGETS.....	4-45
- Health and Safety		
- Community	Use COMMUNITY HEALTH AND SAFETY ..	1-60
- Staff	Use HEALTH AND SAFETY .....	5-35
- Incentive	Use STAFF RELATIONS .....	5-70
- Operation	Use PLANS AND PROGRAMMES ....	1-150

PROJECTORS:	Use AUDIOVISUAL AND PHOTOGRAPHIC EQUIPMENT AND SUPPLIES .....	3-10
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PROMINENT PERSONS LIST:	Use PROTOCOL.....	1-155
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**PROMOTIONS:**

- Public Relations	Use INFORMATION SERVICES or specific subjects .....	6-20
- Staff	Use PROMOTIONS AND EXAMINATIONS .....	5-60

PROPAGANDA:	Use INFORMATION SERVICES or specific subjects.....	6-20
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PROPERTY (ACCOMMODATION):   **See** Accommodation

**PROTECTION:**

- Accommodation	Use ACCOMMODATION - SECURITY.....	2-30
- Environmental	<b>See</b> Environment(al)	
- Fires, Floods	Use EMERGENCY PLANNING ....	1-90

PROTESTS:   **See** Complaints

PROTOCOL:	Use PROTOCOL.....	1-155
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PROVIDENT FUND:	Use PENSION.....	4-75
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**PUBLIC:**

- Announcements    **Use** INFORMATION SERVICES..... 6-20
- Inquiries        **Use** INFORMATION SERVICES or specific subjects ..... 6-20
- Records         **Use** ARCHIVES ..... 6-10
- Relations        **Use** INFORMATION SERVICES or specific subjects ..... 6-20

**PUBLICATIONS:**    **See** Books

**PUBLICITY:**

- General        **Use** INFORMATION SERVICES..... 6-20
- Materials      **Use** INFORMATION SERVICES - ADVERTISING ..... 6-25

**PUBLISHING:**    **Use** INFORMATION SERVICES - BOOKS AND PUBLICATIONS ..... 6-35

**PUNCTUALITY:**    **Use** HOURS OF WORK AND OVERTIME ..... 5-40

**PUNISHMENT:**    **Use** CONDUCT AND DISCIPLINE..... 5-20

**PURCHASES:**    **See** Procurement

**Q**

**Schedule and  
Classification Number**

QUALITY CONTROL: **See** Evaluation

QUARTERS: **See** Accommodation

**R**

**Schedule and  
Classification Number**

RACIAL DISCRIMINATION: **See** Discrimination

RADAR: **See** Communication Systems

RADIO:

- Advertising **Use** INFORMATION SERVICES - ADVERTISING..... 6-25
- Broadcasts **Use** INFORMATION SERVICES ..... 6-20
- Installation **Use** COMMUNICATION SYSTEMS - INSTALLATION AND  
DISPOSAL . ..... 2-40
- Maintenance **Use** COMMUNICATION SYSTEMS - MAINTENANCE AND REPAIRS.. 2-45

RAILWAY:

- Accidents **Use** ACCIDENTS..... 1-5
- Transportation **Use** TRANSPORTATION ..... 1-195

RAINSTORMS: **See** Typhoons

RANKING AND COMPLEMENTS: **Use** ESTABLISHMENT..... 5-30

RATINGS:

- Staff **Use** PERFORMANCE AND APPRAISAL.. ..... 5-55

REBELLION: **See** Civil Disturbances

RECEIPT CARDS: **Use** STATIONERY ..... 3-65

RECEIPTS AND DESPATCHES SERVICES: **Use** OFFICE SERVICES ..... 1-135

RECORDS:

- Access **Use** ACCESS.. ..... 6-5
- Censorship **Use** ACCESS ..... 6-5
- Centres **Use** INFORMATION MANAGEMENT AND RECORDS MANAGEMENT ..... 6-60



RECORDS (CONTD.):

- Classification Use INFORMATION MANAGEMENT AND RECORDS MANAGEMENT ..... 6-60
- Creation Use INFORMATION MANAGEMENT AND RECORDS MANAGEMENT .... 6-60
- Disaster Planning Use INFORMATION MANAGEMENT AND RECORDS MANAGEMENT ..... 6-60
- Disposal Use INFORMATION MANAGEMENT AND RECORDS MANAGEMENT .... 6-60
- Equipment Use FURNITURE AND FURNISHINGS ..... 3-35
- Grading Use INFORMATION MANAGEMENT AND RECORDS MANAGEMENT ..... 6-60
- Historical Use ARCHIVES ..... 6-10
- Management Use INFORMATION MANAGEMENT AND RECORDS MANAGEMENT ..... 6-60
- Schedules Use INFORMATION MANAGEMENT AND RECORDS MANAGEMENT... 6-60
- Storage Use FURNITURE AND FURNISHINGS ..... 3-35
- Supplies (Consumable) Use STATIONERY ..... 3-65
- Systems Use INFORMATION MANAGEMENT AND RECORDS MANAGEMENT ..... 6-60
- Tracking Use INFORMATION MANAGEMENT AND RECORDS MANAGEMENT..... 6-60
- Transfers Use INFORMATION MANAGEMENT AND RECORDS MANAGEMENT .... 6-60
- Vital Use INFORMATION MANAGEMENT AND RECORDS MANAGEMENT .... 6-60

RECOVERABLE ACCOUNTS: Use REVENUE ..... 4-20

RECREATION:

- Activities
  - Public Use ASSOCIATIONS AND CLUBS ..... 1-20
  - Staff Use RECREATION AND WELFARE ..... 5-65
- Equipment Use RECREATIONAL EQUIPMENT AND SUPPLIES ..... 3-55
- Funds Use RECREATION AND WELFARE..... 5-65

RECRUITMENT: Use RECRUITMENT ..... 5-25

RECYCLING:

- Paper Use OFFICE SERVICES. .... 1-135

REDECORATING: Use FURNITURE AND FURNISHINGS..... 3-35

REDEPLOYMENT (STAFF): Use APPOINTMENTS AND POSTING..... 5-10

REEMPLOYMENT: Use RECRUITMENT..... 5-25

REFERENCE SERVICE: **See** Inquiry

REFORMS: **See** Specific subjects

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

REFRIGERATOR:

- Purchase **Use** CANTEEN AND PANTRY EQUIPMENT AND SUPPLIES .. ..... 3-15

REFUNDS:

- Expenditure **Use** EXPENDITURE ..... 4-15

- Revenue **Use** REVENUE..... 4-20

REFURBISHMENT: **Use** ACCOMMODATION - FITTING OUT AND REPAIRS... ..... 2-25

REGISTERED MAIL SERVICES: **Use** OFFICE SERVICES ..... 1-135

REGISTRATION:

- Conferences, Seminars **Use** CONFERENCES AND SEMINARS..... 1-75

- Exhibitions **Use** INFORMATION SERVICES - EXHIBITIONS..... 6-40

- Mail **Use** OFFICE SERVICES .. ..... 1-135

- Membership **See** Membership

- Press Conferences **Use** INFORMATION SERVICES - PRESS CONFERENCES  
AND RELEASES ..... 6-50

- Training Programmes **Use** TRAINING AND DEVELOPMENT ..... 5-95

- Vehicles **Use** VEHICLES ..... 3-75

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- Arrangements for Visits **Use** VISITS AND TOURS..... 1-200
- Expense Claims **Use** CLAIMS .. 4-50
- Insurance **Use** INSURANCE..... 4-70
- Vehicles Booking **See** Booking

TRIAL APPOINTMENT: **Use** APPOINTMENTS AND POSTING ..... 5-10

TRIPS: **See** Visits

TRUCKS: **See** Vehicles

TYPEWRITERS: **Use** OFFICE MACHINES AND EQUIPMENT ..... 3-45

TYPHOON ALLOWANCES: **Use** ALLOWANCES..... 4-30

**TYPHOONS:**

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

<b>TYPING SERVICES:</b>	Use OFFICE SERVICES.. .....	1-135
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**U**

**Schedule and  
Classification Number**

**UNIFORMS:**

- General Use CLOTHING ..... 3-25
- Allowances Use ALLOWANCES..... 4-30

**UNION RELATIONS:**

- Staff Use STAFF RELATIONS - UNION ..... 5-80
- Trade Use ASSOCIATIONS AND CLUBS..... 1-20

**UTILITIES:**

- General Use UTILITIES AND BUILDING SERVICES FACILITIES ..... 2-50
- Accounts Use EXPENDITURE. .... 4-15
- Air Conditioning Use UTILITIES AND BUILDING SERVICES FACILITIES ..... 2-50
- Construction Use UTILITIES AND BUILDING SERVICES FACILITIES -  
INSTALLATION AND DISPOSAL..... 2-55
- Disposal Use UTILITIES AND BUILDING SERVICES FACILITIES -  
INSTALLATION AND DISPOSAL..... 2-55
- Gas Use UTILITIES AND BUILDING SERVICES FACILITIES ... 2-50
- Heating Use UTILITIES AND BUILDING SERVICES FACILITIES ..... 2-50
- Installation Use UTILITIES AND BUILDING SERVICES FACILITIES -  
INSTALLATION AND DISPOSAL..... 2-55
- Lighting Use UTILITIES AND BUILDING SERVICES FACILITIES ..... 2-50
- Maintenance Use UTILITIES AND BUILDING SERVICES FACILITIES -  
MAINTENANCE AND REPAIRS ..... 2-60
- Plumbing Use UTILITIES AND BUILDING SERVICES FACILITIES ..... 2-50
- Purchases Use UTILITIES AND BUILDING SERVICES FACILITIES..... 2-50
- Refrigeration Use UTILITIES AND BUILDING SERVICES FACILITIES .. 2-50
- Sewage Use UTILITIES AND BUILDING SERVICES FACILITIES ..... 2-50
- Ventilation Use UTILITIES AND BUILDING SERVICES FACILITIES..... 2-50
- Water Use UTILITIES AND BUILDING SERVICES FACILITIES ..... 2-50

**V**

**Schedule and  
Classification Number**

**VACATION:**

- Bungalows, etc. Use RECREATION AND WELFARE ..... 5-65
- Leave Use LEAVE AND AUTHORISED ABSENCE ..... 5-50

**VANDALISM:** See Thefts

**VANS:** See Vehicles

**VEHICLES:**

- Accidents Use ACCIDENTS ..... 1-5
- Booking Use TRANSPORTATION ..... 1-195
- Disposal Use VEHICLES ..... 3-75
- Fines Use EXPENDITURE ..... 4-15
- Insurance Use INSURANCE ..... 4-70
- Maintenance Use VEHICLES ... 3-75
- Management Use VEHICLES ... 3-75
- Parking Fees See Fees
- Parking Permits Use LICENCES, PASSES AND PERMITS ..... 1-120
- Pool Car Service Use TRANSPORTATION ..... 1-195
- Purchases Use VEHICLES ..... 3-75
- Registration Use VEHICLES ... 3-75

**VENDING MACHINES:** See Cafeterias

**VENTILATION:** Use UTILITIES AND BUILDING SERVICES FACILITIES ..... 2-50

**VETTING:**

- Accommodation Requirements Use ACCOMMODATION ..... 2-5
- Furniture Requirements Use FURNITURE AND FURNISHINGS ... 3-35
- Staff Use STAFF SECURITY / INTEGRITY CHECK ..... 5-85

**VIDEO (CASSETTES/TAPES):**

- Information Services Use INFORMATION SERVICES - AUDIOVISUAL AIDS ..... 6-30
- Library Use LIBRARY SERVICES ..... 6-55
- Procurement Use AUDIOVISUAL AND PHOTOGRAPHIC EQUIPMENT AND SUPPLIES ..... 3-10

VIDEO (CASSETTES/TAPES) (CONTD.):

- Production   **Use** INFORMATION SERVICES - AUDIOVISUAL AIDS ..... 6-30
- Training   **See** Training

VISAS:   **See** Travel

VISITS:

- General   **Use** VISITS AND TOURS ..... 1-200
- Clearance   **Use** SECURITY..... 1-190
- Conferences, Seminars Attending   **Use** CONFERENCES AND SEMINARS.. ..... 1-75
- Permits   **Use** LICENCES, PASSES AND PERMITS ..... 1-120
- Preparation   **Use** VISITS AND TOURS... ..... 1-200
  - Of Speeches   **Use** VISITS AND TOURS.... ..... 1-200
- Reports   **Use** VISITS AND TOURS..... 1-200
- Travel Allowances   **Use** ALLOWANCES ..... 4-30
- Travel Arrangements   **Use** VISITS AND TOURS . ..... 1-200
- Travel Expense Claims   **Use** CLAIMS ..... 4-50
- Travel Insurance   **Use** INSURANCE ..... 4-70

VISUALS:   **See** Audiovisuals

VITAL RECORDS:   **See** Records

VOCATIONS:   **See** Jobs

VOLUNTEERS:

- General   **Use** COMMUNITY SERVICES..... 1-65
- Charitable   **Use** CHARITY..... 1-45

VOTERS:

- Polls Results   **Use** ELECTIONS ..... 1-85
- Registration   **Use** ELECTIONS. .... 1-85



**W**

**Schedule and  
Classification Number**

WAGES: Use SALARIES..... 4-85

WALL FURNISHINGS: Use FURNITURE AND FURNISHINGS ..... 3-35

WAN (WIDE AREA NETWORK): See Electronic Data Processing (EDP)

WAR: See Disasters

WARNING:

- Devices: Use SECURITY EQUIPMENT AND SUPPLIES ..... 3-60

- Staff Use CONDUCT AND DISCIPLINE..... 5-20

WATCHMAN SERVICE: Use ACCOMMODATION - SECURITY ..... 2-30

WATER:

- General Use UTILITIES AND BUILDING SERVICES FACILITIES ..... 2-50

- Expenditure Use EXPENDITURE ..... 4-15

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

- Transportation Use TRANSPORTATION ..... 1-195

WEEDING (RECORDS): Use INFORMATION MANAGEMENT AND  
RECORDS MANAGEMENT ..... 6-60

WELFARE:

- Community Use COMMUNITY SERVICES ..... 1-65

- Staff Use RECREATION AND WELFARE..... 5-65

- Welfare Fund Use RECREATION AND WELFARE ..... 5-65

WIDE AREA NETWORK (WAN): See Electronic Data Processing (EDP)

WIDOWS AND ORPHANS PENSION SCHEME: Use INSURANCE ..... 4-70

WORD PROCESS(OR)(ING):

- Procurement **Use** COMPUTER EQUIPMENT AND SUPPLIES ..... 3-30
- Services **Use** OFFICE SERVICES ..... 1-135

WORKING CONDITIONS: **Use** HEALTH AND SAFETY..... 5-35

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

WRECKS: **Use** ACCIDENTS.. ..... 1-5

WRITE-OFFS:

- Accommodation **Use** ACCOMMODATION - ACQUISITION AND DISPOSAL ..... 2-10
- Communication Systems **Use** COMMUNICATION SYSTEMS - INSTALLATION  
AND DISPOSAL ..... 2-40
- Equipment **Use** EQUIPMENT, SUPPLIES AND SERVICES or  
specific equipment by type..... 3-5
- Revenue
  - Arrears **Use** REVENUE. .... 4-20
- Utilities **Use** UTILITIES AND BUILDING SERVICES FACILITIES -  
INSTALLATION AND DISPOSAL ..... 2-55

## **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**

Code	1 ADMINISTRATION	2 ACCOMMODATION AND FACILITIES	3 PROCUREMENT AND SUPPLIES (Note 1)	4 FINANCE AND ACCOUNTING (Note 2)	5 HUMAN RESOURCES (Note 3)	6 MANAGEMENT OF INFORMATION, INFORMATION SERVICES AND INFORMATION TECHNOLOGY (Note 4)	Code
5	ACCIDENTS	ACCOMMODATION	EQUIPMENT, SUPPLIES AND SERVICES (previously known as EQUIPMENT AND SUPPLIES)	FINANCE AND ACCOUNTING (previously known as FINANCE)	ACCIDENTS AND INJURIES	ACCESS	5
10	LEGISLATION (previously known as ACTS AND LEGISLATION)	ACCOMMODATION - ACQUISITION AND DISPOSAL	AUDIOVISUAL AND PHOTOGRAPHIC EQUIPMENT AND SUPPLIES	ACCOUNTS AND ACCOUNTING	APPOINTMENTS AND POSTING	ARCHIVES	10
15	APPRECIATION AND CONDOLENCES	ACCOMMODATION - BUILDING MANAGEMENT	CANTEEN AND PANTRY EQUIPMENT AND SUPPLIES	EXPENDITURE (previously known as ACCOUNTS PAYABLE)	AWARDS AND HONOURS	INFORMATION TECHNOLOGY AND COMPUTER SYSTEMS (previously known as ELECTRONIC DATA PROCESSING MANAGEMENT)	15
20	ASSOCIATIONS AND CLUBS	ACCOMMODATION - DAMAGE	CATALOGUES, MANUALS AND PRICE LISTS	REVENUE (previously known as ACCOUNTS RECEIVABLE)	CONDUCT AND DISCIPLINE	INFORMATION SERVICES	20

Code	1 ADMINISTRATION	2 ACCOMMODATION AND FACILITIES	3 PROCUREMENT AND SUPPLIES (Note 1)	4 FINANCE AND ACCOUNTING (Note 2)	5 HUMAN RESOURCES (Note 3)	6 MANAGEMENT OF INFORMATION, INFORMATION SERVICES AND INFORMATION TECHNOLOGY (Note 4)	Code
25	BADGES, EMBLEMS AND FLAGS (previously known as BADGES, EMBLEMS, FLAGS)	ACCOMMODATION - FITTING OUT AND REPAIRS (previously known as ACCOMMODATION - FITTING OUT)	CLOTHING	ADVANCES	RECRUITMENT (previously known as EMPLOYMENT AND RECRUITMENT)	INFORMATION SERVICES - ADVERTISING	25
28					EQUAL EMPLOYMENT OPPORTUNITY (term added to align with GARDS)		28
30	CAFETERIAS AND EATING FACILITIES	ACCOMMODATION - SECURITY	COMPUTER EQUIPMENT AND SUPPLIES	ALLOWANCES	ESTABLISHMENT	INFORMATION SERVICES - AUDIOVISUAL AIDS	30
35	CAMPAIGNS AND CANVASSING	COMMUNICATION SYSTEMS	FURNITURE AND FURNISHINGS	AUDITS	HEALTH AND SAFETY	INFORMATION SERVICES - BOOKS AND PUBLICATIONS	35
40	CEREMONIES AND CELEBRATIONS	COMMUNICATION SYSTEMS - INSTALLATION AND DISPOSAL	MEDICAL EQUIPMENT AND SUPPLIES	BANKS AND BANKING	HOURS OF WORK AND OVERTIME	INFORMATION SERVICES - EXHIBITIONS	40

Code	1 ADMINISTRATION	2 ACCOMMODATION AND FACILITIES	3 PROCUREMENT AND SUPPLIES (Note 1)	4 FINANCE AND ACCOUNTING (Note 2)	5 HUMAN RESOURCES (Note 3)	6 MANAGEMENT OF INFORMATION, INFORMATION SERVICES AND INFORMATION TECHNOLOGY (Note 4)	Code
45	CHARITY	COMMUNICATION SYSTEMS - MAINTENANCE AND REPAIRS (previously known as COMMUNICATION SYSTEMS - MAINTENANCE)	OFFICE MACHINES AND EQUIPMENT	BUDGETS	HUMAN RESOURCES PLANNING	INFORMATION SERVICES - PRESS CLIPPINGS	45
50	CIRCULARS AND DIRECTIVES	UTILITIES AND BUILDING SERVICES FACILITIES (previously known as UTILITIES)	PRINTING	CLAIMS	LEAVE AND AUTHORISED ABSENCE (previously known as LEAVE)	INFORMATION SERVICES - PRESS CONFERENCES AND RELEASES	50
55	COMMITTEES, COUNCILS AND COMMISSIONS (previously known as COMMITTEES, COUNCILS, COMMISSIONS)	UTILITIES AND BUILDING SERVICES FACILITIES – INSTALLATION AND DISPOSAL (previously known as UTILITIES - INSTALLATION AND DISPOSAL)	RECREATIONAL EQUIPMENT AND SUPPLIES	EXPENDITURE CONTROL	PERFORMANCE AND APPRAISAL (previously known as PERFORMANCE APPRAISAL)	LIBRARY SERVICES	55

Code	1 ADMINISTRATION	2 ACCOMMODATION AND FACILITIES	3 PROCUREMENT AND SUPPLIES (Note 1)	4 FINANCE AND ACCOUNTING (Note 2)	5 HUMAN RESOURCES (Note 3)	6 MANAGEMENT OF INFORMATION, INFORMATION SERVICES AND INFORMATION TECHNOLOGY (Note 4)	Code
60	COMMUNITY HEALTH AND SAFETY	UTILITIES AND BUILDING SERVICES FACILITIES – MAINTENANCE AND REPAIRS (previously known as UTILITIES - MAINTENANCE)	SECURITY EQUIPMENT AND SUPPLIES	FEES AND CHARGES	PROMOTIONS AND EXAMINATIONS	INFORMATION MANAGEMENT AND RECORDS MANAGEMENT (previously known as RECORDS MANAGEMENT)	60
65	COMMUNITY SERVICES		STATIONERY	GRANTS AND FUNDS	RECREATION AND WELFARE		65
70	COMPLAINTS		TECHNICAL EQUIPMENT AND SUPPLIES	INSURANCE	STAFF RELATIONS		70
75	CONFERENCES AND SEMINARS		VEHICLES	PENSION	STAFF RELATIONS - APPEALS AND GRIEVANCES		75
80	CORPORATIONS AND FIRMS			RETURNS AND STATEMENTS	STAFF RELATIONS - UNION		80

Code	1 ADMINISTRATION	2 ACCOMMODATION AND FACILITIES	3 PROCUREMENT AND SUPPLIES (Note 1)	4 FINANCE AND ACCOUNTING (Note 2)	5 HUMAN RESOURCES (Note 3)	6 MANAGEMENT OF INFORMATION, INFORMATION SERVICES AND INFORMATION TECHNOLOGY (Note 4)	Code
85	ELECTIONS			SALARIES	STAFF SECURITY / INTEGRITY CHECK (previously known as STAFF SECURITY)		85
90	EMERGENCY PLANNING				TERMINATION OF SERVICE		90
95	ENVIRONMENTAL MANAGEMENT				TRAINING AND DEVELOPMENT		95
100	GIFTS AND DONATIONS						100
105	HISTORICAL MATTERS						105
110	INTELLECTUAL PROPERTY (previously known as INVENTIONS, PATENTS AND COPYRIGHT)						110



Code	1 ADMINISTRATION	2 ACCOMMODATION AND FACILITIES	3 PROCUREMENT AND SUPPLIES (Note 1)	4 FINANCE AND ACCOUNTING (Note 2)	5 HUMAN RESOURCES (Note 3)	6 MANAGEMENT OF INFORMATION, INFORMATION SERVICES AND INFORMATION TECHNOLOGY (Note 4)	Code
115	LEGAL MATTERS						115
120	LICENCES, PASSES AND PERMITS						120
125	MANAGEMENT SERVICES						125
130	MONUMENTS						130
135	OFFICE SERVICES						135
140	OFFICIAL LANGUAGES						140
145	ORGANISATION (previously known as ORGANIZATION)						145
150	PLANS AND PROGRAMMES						150
155	PROTOCOL						155
160	REPORTS AND STATISTICS						160
165	REPORTS AND STATISTICS - ANNUAL						165
170	REPORTS AND STATISTICS - DAILY						170
175	REPORTS AND STATISTICS - MONTHLY						175
180	REPORTS AND STATISTICS - QUARTERLY						180

	1 ADMINISTRATION	2 ACCOMMODATION AND FACILITIES	3 PROCUREMENT AND SUPPLIES (Note 1)	4 FINANCE AND ACCOUNTING (Note 2)	5 HUMAN RESOURCES (Note 3)	6 MANAGEMENT OF INFORMATION, INFORMATION SERVICES AND INFORMATION TECHNOLOGY (Note 4)	
Code							Code
185	REPORTS AND STATISTICS - WEEKLY						185
190	SECURITY						190
195	TRANSPORTATION						195
200	VISITS AND TOURS						200

Note 1: SCHEDULE 3 – PROCUREMENT AND SUPPLIES (previously known as EQUIPMENT AND SUPPLIES)

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

Note 3: SCHEDULE 5 – HUMAN RESOURCES (previously known as PERSONNEL)

Note 4: SCHEDULE 6 – MANAGEMENT OF INFORMATION, INFORMATION SERVICES AND INFORMATION TECHNOLOGY (previously known as INFORMATION SYSTEMS AND SERVICES)

## **APPENDIX 3**

### **Chinese Translation of the Standard Classification Scheme for Administrative Records**

表及 主題編碼 Schedule and Primary Subject Code	Standard Classification Scheme for Administrative Records 行政檔案標準分類表	
	English	中文
<b>表 1 Schedule 1</b>	<b>Administration</b>	<b>行政</b>
1-5	Accidents	意外
1-10	Legislation	法例
1-15	Appreciation and Condolences	感謝及慰問
1-20	Associations and Clubs	協會及會社
1-25	Badges, Emblems and Flags	徽章、徽號及旗幟
1-30	Cafeterias and Eating Facilities	餐廳及用餐設施
1-35	Campaigns and Canvassing	宣傳及拉票活動
1-40	Ceremonies and Celebrations	儀式及慶祝活動
1-45	Charity	慈善
1-50	Circulars and Directives	通告及指令
1-55	Committees, Councils and Commissions	委員會及議會
1-60	Community Health and Safety	社區健康及安全
1-65	Community Services	社區服務
1-70	Complaints	投訴
1-75	Conferences and Seminars	會議及研討會
1-80	Corporations and Firms	法團及公司
1-85	Elections	選舉
1-90	Emergency Planning	應急計劃
1-95	Environmental Management	環境管理
1-100	Gifts and Donations	禮物及捐贈
1-105	Historical Matters	歷史事宜
1-110	Intellectual Property	知識產權
1-115	Legal Matters	法律事宜
1-120	Licences, Passes and Permits	牌照、通行證及許可證
1-125	Management Services	管理參議
1-130	Monuments	古蹟
1-135	Office Services	辦公室服務
1-140	Official Languages	法定語文
1-145	Organisation	組織
1-150	Plans and Programmes	計劃及項目
1-155	Protocol	禮賓事宜
1-160	Reports and Statistics	報告及統計
1-165	Reports and Statistics – Annual	報告及統計 - 每年
1-170	Reports and Statistics – Daily	報告及統計 - 每日
1-175	Reports and Statistics – Monthly	報告及統計 - 每月
1-180	Reports and Statistics – Quarterly	報告及統計 - 每季
1-185	Reports and Statistics – Weekly	報告及統計 - 每周
1-190	Security	保安
1-195	Transportation	運輸
1-200	Visits and Tours	訪問及參觀

表及 主題編碼 Schedule and Primary Subject Code	Standard Classification Scheme for Administrative Records 行政檔案標準分類表	
	English	中文
<b>表 2 Schedule 2</b>	<b>Accommodation and Facilities</b>	<b>政府產業及設施</b>
2-5	Accommodation	政府產業
2-10	Accommodation – Acquisition and Disposal	政府產業 - 獲取及處置
2-15	Accommodation – Building Management	政府產業 - 建築物管理
2-20	Accommodation – Damage	政府產業 - 損毀
2-25	Accommodation – Fitting Out and Repairs	政府產業 - 裝修及維修
2-30	Accommodation – Security	政府產業 - 保安
2-35	Communication Systems	通訊系統
2-40	Communication Systems – Installation and Disposal	通訊系統 - 安裝及處置
2-45	Communication Systems – Maintenance and Repairs	通訊系統 - 保養及維修
2-50	Utilities and Building Services Facilities	公用設施及屋宇裝備設施
2-55	Utilities and Building Services Facilities – Installation and Disposal	公用設施及屋宇裝備設施 - 安裝及處置
2-60	Utilities and Building Services Facilities – Maintenance and Repairs	公用設施及屋宇裝備設施 - 保養及維修
<b>表 3 Schedule 3</b>	<b>Procurement and Supplies</b>	<b>採購及物料供應</b>
3-5	Equipment, Supplies and Services	設備、物料供應及服務
3-10	Audiovisual and Photographic Equipment and Supplies	視聽和攝影設備及物料供應
3-15	Canteen and Pantry Equipment and Supplies	食堂和茶水間設備及物料供應
3-20	Catalogues, Manuals and Price Lists	目錄、手冊及價目表
3-25	Clothing	衣物
3-30	Computer Equipment and Supplies	電腦設備及物料供應
3-35	Furniture and Furnishings	家具及配置
3-40	Medical Equipment and Supplies	醫療設備及物料供應
3-45	Office Machines and Equipment	辦公室儀器及設備
3-50	Printing	印刷
3-55	Recreational Equipment and Supplies	康樂設備及物料供應
3-60	Security Equipment and Supplies	保安設備及物料供應
3-65	Stationery	文具
3-70	Technical Equipment and Supplies	技術設備及物料供應
3-75	Vehicles	車輛

表及 主題編碼 Schedule and Primary Subject Code	Standard Classification Scheme for Administrative Records 行政檔案標準分類表	
	English	中文
<b>表 4 Schedule 4</b>	<b>Finance and Accounting</b>	<b>財務及會計</b>
4-5	Finance and Accounting	財務及會計
4-10	Accounts and Accounting	帳目及會計
4-15	Expenditure	開支
4-20	Revenue	收入
4-25	Advances	墊款
4-30	Allowances	津貼
4-35	Audits	審計
4-40	Banks and Banking	銀行及銀行業務
4-45	Budgets	財政預算
4-50	Claims	申索
4-55	Expenditure Control	開支控制
4-60	Fees and Charges	費用及收費
4-65	Grants and Funds	撥款及資金
4-70	Insurance	保險
4-75	Pension	退休金
4-80	Returns and Statements	報表及結單
4-85	Salaries	薪金
<b>表 5 Schedule 5</b>	<b>Human Resources</b>	<b>人力資源</b>
5-5	Accidents and Injuries	意外及工傷
5-10	Appointments and Posting	聘用及職位調派
5-15	Awards and Honours	獎項及勳銜
5-20	Conduct and Discipline	品行及紀律
5-25	Recruitment	招聘
5-28	Equal Employment Opportunity	平等就業機會
5-30	Establishment	編制
5-35	Health and Safety	健康及安全
5-40	Hours of Work and Overtime	工作時數及逾時工作
5-45	Human Resources Planning	人力資源計劃
5-50	Leave and Authorised Absence	假期及特許缺勤
5-55	Performance and Appraisal	工作表現及評核
5-60	Promotions and Examinations	晉升及考試
5-65	Recreation and Welfare	康樂及福利
5-70	Staff Relations	員工關係
5-75	Staff Relations – Appeals and Grievances	員工關係 - 上訴及申訴
5-80	Staff Relations – Union	員工關係 - 工會
5-85	Staff Security / Integrity Check	員工保安 / 操守審查
5-90	Termination of Service	終止聘用
5-95	Training and Development	培訓及發展

表及 主題編碼 Schedule and Primary Subject Code	Standard Classification Scheme for Administrative Records 行政檔案標準分類表	
	English	中文
<b>表 6 Schedule 6</b>	<b>Management of Information, Information Services and Information Technology</b>	<b>資訊管理、資訊服務及資訊科技</b>
6-5	Access	查閱
6-10	Archives	歷史檔案
6-15	Information Technology and Computer Systems	資訊科技及電腦系統
6-20	Information Services	資訊服務
6-25	Information Services – Advertising	資訊服務 - 廣告
6-30	Information Services – Audiovisual Aids	資訊服務 - 視聽製作
6-35	Information Services – Books and Publications	資訊服務 - 書籍及刊物
6-40	Information Services – Exhibitions	資訊服務 - 展覽
6-45	Information Services – Press Clippings	資訊服務 - 剪報
6-50	Information Services – Press Conferences and Releases	資訊服務 - 記者會及新聞稿
6-55	Library Services	圖書館服務
6-60	Information Management and Records Management	資訊管理及檔案管理