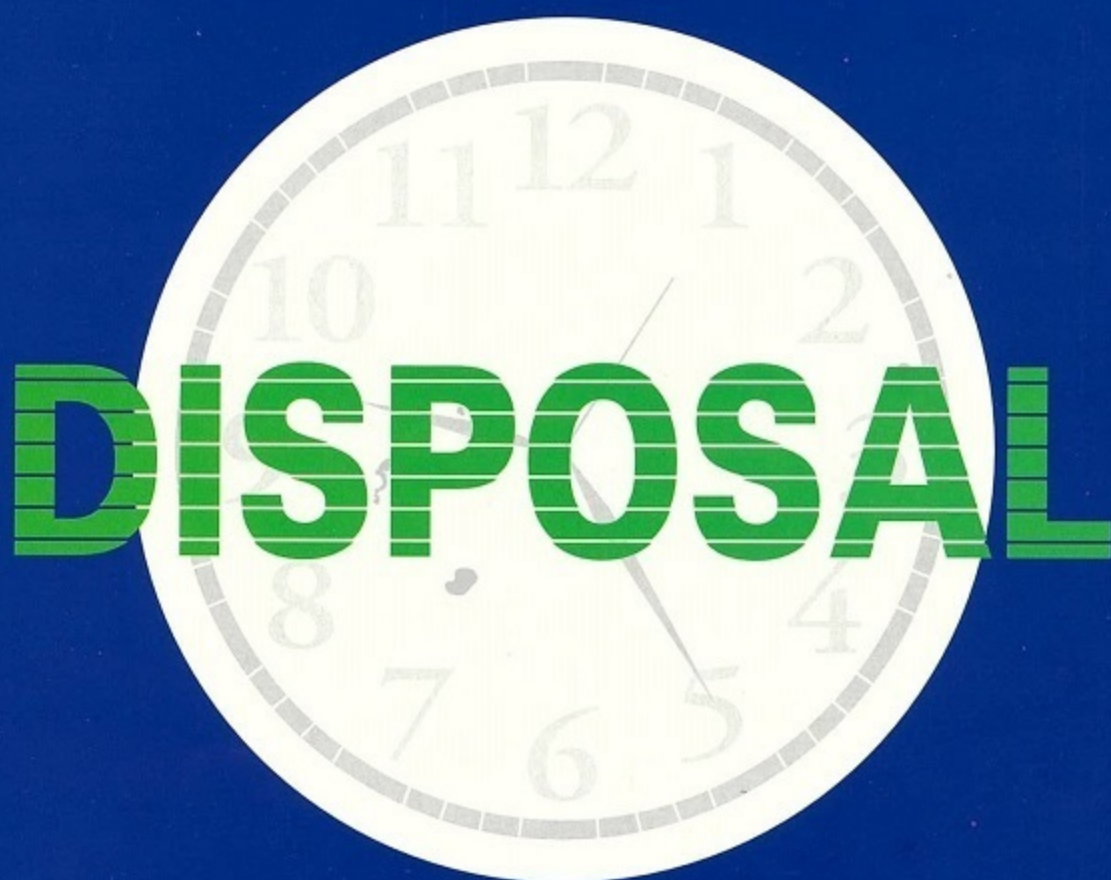


RECORDS MANAGEMENT
PUBLICATION NUMBER FOUR

GENERAL ADMINISTRATIVE RECORDS DISPOSAL SCHEDULES



政府檔案處

GOVERNMENT RECORDS SERVICE

**RECORDS MANAGEMENT MANUAL
PUBLICATION NUMBER FOUR**



**GENERAL
ADMINISTRATIVE
RECORDS
DISPOSAL
SCHEDULES**

GOVERNMENT RECORDS SERVICE

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PART I

EXPLANATORY NOTES

PART I - EXPLANATORY NOTES

OBJECTIVES OF THE GENERAL ADMINISTRATIVE RECORDS DISPOSAL SCHEDULES

1. The General Administrative Records Disposal Schedules (GARDS) are standard disposal schedules developed by the Government Records Service (GRS) to regulate the retention and disposal of administrative records in government bureaux and departments (B/Ds). Administrative records (also referred to as “housekeeping records”) are those records created or received by a B/D during the course of day-to-day administrative activities that deal with finance, accommodation, procurement and supplies, establishment, human resources and other general administrative matters. **Records of this nature are common to all B/Ds.**

2. The GARDS aim to -
 - (a) assist B/Ds in meeting the requirements of legislation, government regulations, policies and directives on retention and disposal of administrative records;
 - (b) establish standard records retention periods and disposal requirements for administrative records common to B/Ds thereby minimising the efforts of B/Ds to draw up disposal schedules and avoiding unnecessary duplication of work;
 - (c) achieve systematic and consistent disposal of administrative records;
 - (d) identify and preserve records with archival value for public access; and
 - (e) facilitate the records management work of B/Ds by arranging the records disposal schedules in line with the standard records classification scheme for administrative records (see GRS’ Records Management Publication No. 3: *Subject Filing* which is accessible at <http://grs.host.ccgo.hksarg/pub3.htm>).

GENERAL CONCEPTS OF RECORDS DISPOSAL SCHEDULE

3. A “records disposal schedule” sets out the arrangements to be made for the retention and final disposal for a certain description of government records.
4. Disposal instructions in a schedule normally contain the following information -
 - (a) description (subject, nature, etc.) of the records;
 - (b) retention period of the records; and
 - (c) disposal actions, such as immediate destruction or appraisal by the Public Records Office (PRO) of GRS, for the records at the expiry of the prescribed retention period.
5. We have developed the GARDS in light of these general concepts. Details on the arrangement of the GARDS are set out in paragraphs 26 - 32 below.

TYPES OF RECORDS DISPOSAL SCHEDULES

6. There are **TWO** types of records disposal schedules. They are -
 - (a) disposal schedules for administrative records (hereinafter referred to as the **General Administrative Records Disposal Schedules** or the **GARDS**); and
 - (b) disposal schedules for programme records.
7. **This publication deals with the retention and disposal requirements for administrative records only.**

APPLICATION OF THE GARDS

Scope of Coverage

8. Since administrative records are common to all B/Ds, GRS has promulgated a standard classification scheme for administrative records, vide its Publication No. 3, which provides standard primary subject terms on administrative matters to help B/Ds achieve greater efficiency and accuracy in organising common administrative records. The GARDS, which prescribe the retention periods and disposal actions of administrative records by subject group, resemble in structure the standard classification scheme specified in Publication No. 3. In addition to administrative records classified by subject, the GARDS also deal with administrative records in case files, e.g. personal files.
9. **The GARDS do not apply to programme records** which are records created and received by a B/D whilst carrying out the primary functions, activities or mission for which the B/D was established. Records of this nature are unique to each B/D. For example, the Government Property Agency (GPA), whose primary responsibility is the provision of services on accommodation matters across the Government, may have programme records bearing the same title as those listed in Schedule 2 “Accommodation and Facilities” of the GARDS. The retention and disposal of these programme records created and received by GPA in pursuit of its departmental portfolio are, however, not governed by the GARDS as the latter pertain only to records created and received in the course of common administrative activities of B/Ds.
10. To draw up disposal schedules for programme records, B/Ds should make reference to General Circular No. 2/2009 entitled “**Mandatory Records Management Requirements**” and GRS’ Records Management Publication No. 1: *A Practical Guide to Records Scheduling and Disposal* (accessible at <http://grs.host.ccgo.hksarg/pub1.htm>).

Guidelines on Using the GARDS to Dispose of Administrative Records

11. To provide guidance for B/Ds to apply the retention and disposal requirements for common administrative records prescribed in the GARDS to dispose of time-expired administrative records, GRS has developed a set of “***Guidelines on Using the General Administrative Records Disposal Schedules to Dispose of Administrative Records***” (“***Guidelines***”). It is accessible at the Central Cyber Government Offices (CCGO) (<http://grs.host.cgo.hksarg/>).

Retention and Disposal Requirements Prescribed in Legislation, Government Regulations and Directives

12. The GARDS primarily set out the retention periods of records and the disposal actions at the end of the prescribed retention periods, such as immediate destruction or appraisal by PRO of GRS. While disposal actions are prescribed according to the potential archival value of records, retention periods are determined according to the provisions in legislation, government regulations and directives where applicable. Where no concrete retention period is specified in legislation, government regulations and directives, GRS makes reference to established practices and sets the retention period in consultation with the relevant B/Ds.
13. GRS has incorporated into the GARDS records retention and disposal requirements prescribed in the prevailing legislation, government regulations and directives, including General Regulations, Civil Service Regulations, Financial and Accounting Regulations, Standing Accounting Instructions, Stores and Procurement Regulations, and various government circulars and circular memoranda, etc. Although GRS will review and update the disposal schedules set out in Part II from time to time, B/Ds are reminded to refer to the prevailing records retention and disposal requirements set out in legislation, government regulations, and directives whenever in doubt. For easy reference, the major legislation, government regulations, directives, etc. that prescribe the retention and disposal requirements of records are set out in the relevant Schedules.

14. When applying the disposal schedules set out in the GARDS to administrative records, B/Ds should ensure that the disposal of the concerned administrative records will not contravene any legal and regulatory requirements, government regulations and directives. When there is a conflict between the provisions in the GARDS and the said requirements, regulations and directives, GRS should be consulted.

Separate Administrative Records of Different Retention and Disposal Requirements

15. To achieve a higher accuracy and efficiency in applying the retention and disposal requirements of the GARDS, B/Ds should file, as far as practicable, administrative records of different retention and disposal requirements into separate files upon records creation. When applying the retention and disposal requirements of the GARDS, B/Ds should examine whether administrative records of different retention and disposal requirements are mingled together, e.g. policy and routine records are mixed in a file. If so, B/Ds should follow the principle to retain the file according to the longest retention period of the records contained therein under normal circumstances and ensure that disposal actions¹ “P” and “SOP” should take precedence over “D” and “SOD” to protect records with potential archival value from destruction. Please refer to the “*Guidelines*” for details.
16. B/Ds should **not** retain those records that must be disposed of in a timely manner as stipulated by legislation or government regulations or directives.

¹ Please see the definitions of disposal actions in paragraph 32 below.

Disposal of Time-expired Administrative Records

17. Regular disposal of records helps meet the legal and regulatory requirements, facilitates easy retrieval of records in active use, and minimises costs for maintaining and storing inactive records. Accordingly, it is necessary to arrange prompt disposal of time-expired administrative records, i.e. records which have been retained for the period specified in Part II of the GARDS. B/Ds are required to dispose of time-expired administrative records **at least once every two years** in accordance with paragraph 17 of General Circular No. 2/2009.
18. **In accordance with paragraph 18 of General Circular No. 2/2009, B/Ds must obtain the prior agreement of the GRS Director before they destroy any government records.** This is to safeguard against premature disposal of records and destruction of records having archival value.
19. For records to be destroyed after retention for the periods as specified in Part II of the GARDS, B/Ds should write to seek GRS' approval for the disposal **at least one month in advance** with the necessary supporting information to the Records Management and Administration Office (RMAO) of GRS direct (please refer to the "***Guidelines***" for details).
20. For records having potential archival value as indicated in Part II of the GARDS, they should be referred to GRS for appraisal by PRO, B/Ds are required to provide a complete list of these records with supporting information to PRO of GRS direct (please refer to the "***Guidelines***" for details).
21. B/Ds intending to transfer inactive administrative records to the records centres of GRS should contact RMAO of GRS direct.

22. In carrying out records disposal upon receipt of GRS' approval, B/Ds should ensure that there is no outstanding action, having regard to their administrative, operational, audit and statutory requirements including litigation and potential litigation requirements. B/Ds should also avoid culling individual enclosures/records items from a file/group of record items. The whole file/group of record items should be disposed of in one go. Please refer to Appendix IV to General Circular No. 2/2009 for detailed procedures on records disposal.

Special Arrangements for Administrative Records Created 40 Years Ago or Earlier

23. In addition to those records carrying potential archival value as specified in Part II of the GARDS, administrative records that were created 40 years ago or earlier (**i.e. the period between the earliest year in which the records of a file were created and the current year**) may also possess archival value. A file containing these records should therefore be referred to GRS for appraisal by PRO together with the file's subsequent parts (which may contain records created less than 40 years) proposed to be disposed of in the same exercise to facilitate appraisal work. For personal files and staff report files of officers, such requirement apply only to those **who have reached the level of Head of B/D; held a statutory position; or appointed by the Chief Executive.**
24. Records created before 1950 often have archival value because many earlier records had been destroyed during the war. Further, they may also have intrinsic value beyond the information contained. If B/Ds have pre-1950 records in their custody, they should exercise due care in managing and protecting these records, and contact GRS as soon as practicable for appraisal by PRO and for permanent preservation where appropriate.
25. Please follow the procedures set out in paragraph 20 above for referral of records having potential archival value as specified in paragraphs 23 and 24 above to GRS for appraisal by PRO.

ARRANGEMENT OF THE GARDS

26. The GARDS consist of two parts -

- Part I Explanatory Notes
- Part II The Disposal Schedules

Part I - Explanatory Notes

27. Part I states the objectives of the GARDS, general concepts and types of records disposal schedules, and application and arrangement of the GARDS.

Part II - The Disposal Schedules

28. Part II sets out disposal instructions in the following six schedules -

Schedule 1: Administration

Schedule 2: Accommodation and Facilities

Schedule 3: Procurement and Supplies (*known as "Equipment and Supplies" in Publication No. 3*)

Schedule 4: Finance and Accounting (*known as "Finance" in Publication No. 3*)

Schedule 5: Human Resources (*known as "Personnel" in Publication No. 3*)

Schedule 6: Management of Information, Information Services and Information Technology (*known as "Information Systems and Services" in Publication No. 3*)

29. Each of these schedules has a foreword defining the scope of the schedule and highlighting the points to note.

30. Subject groups within each schedule are arranged according to alphabetical order. In general, the subject groups prescribed in Part II follow the subject terms prescribed in the standard classification scheme for administrative records specified in Publication No. 3. Under each subject group, records are divided into different records groups of different nature.

31. For schedules with records common to different subject groups, the retention periods and disposal actions applicable to these records are set out in the Appendix to the relevant Schedule. The retention and disposal requirements of personal case records are set out in Appendix A to Schedule 5.
32. Guideline for records disposal comprises two columns -

(a) **Nature/Description:** A subject group is further broken down into records groups by nature as follows:

- Policy: This records group covers policy records which contain information relating to the formulation and changes to policy on any function or activity of the B/D.
- Routine: This records group covers routine records which contain information not relating to policy, such as internal and external communication on transactions or on general or minor matters. Routine records exclude records specified in “Others with specific retention and disposal requirements” below.
- Others with specific retention and disposal requirements: This records group covers specific records (as itemised) with their own retention and disposal requirements.

(b) **Disposal Remarks:** The disposal remarks state the retention periods of records and the disposal actions for records at the expiry of the prescribed retention periods.

- Retention Period

A retention period indicates the prescribed duration (in number of year(s) or month(s)) that records should be retained (i) **after the business dealt with has been superseded or has become obsolete**, or (ii) **after action has been completed which means that the business or case dealt with has been actually over and done**.

(Note: As a general yardstick, B/Ds should review whether action on a file has been completed if no record has been added to it; or no action/reference has been recorded for the past two years.)

- Disposal Action

A disposal action specifies the way to deal with the time-expired records ready for disposal. There are four types of disposal actions in the GARDS. The abbreviations used for different disposal actions are reproduced below for easy reference -

- P = Refer to GRS for appraisal by PRO
- D = Destroy (*except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.*)
- SOP = Retain until superseded or obsolete, then refer to GRS for appraisal by PRO
- SOD = Retain until superseded or obsolete, then destroy (*except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.*)

The word “**See...**” directs users to follow the retention and disposal requirement(s) specified in the mentioned records group(s) or Appendix of the relevant Schedule.

PART II

THE DISPOSAL SCHEDULES

SCHEDULE 1 - ADMINISTRATION

Schedule 1 is concerned with records relating to administrative activities common to government bureaux and departments 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).**

NATURE/DESCRIPTION	DISPOSAL REMARKS	REFERENCE
<i>Policy</i>	Retain for 5 years , then P	
<i>Routine</i>	Retain for 3 years , then D	
<i>Others with specific retention and disposal requirements</i>		
(1) Records relating to occurrence, rescue operations and investigations of major accidents which have resulted in death or serious injuries, or involved a large number of injuries	Retain for 5 years , then P	
(2) Records relating to damage to government premises, communication systems, utilities and building services facilities	See 2-20 Accommodation - Damage	
(3) Records relating to injuries sustained by government employees	See 5-5 Accidents and Injuries	
(4) Financial records relating to claims, fines, penalties, etc. made to or by Government	See 4-15 Expenditure, 4-20 Revenue and 4-50 Claims	
(5) Other financial records relating to damage and injuries	See specific subject groups in Schedule 4	

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D = Destroy (*except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.*)

SOP = Retain until superseded or obsolete, then refer to GRS for appraisal by PRO

SOD = Retain until superseded or obsolete, then destroy (*except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.*)

1-10 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.

NATURE/DESCRIPTION	DISPOSAL REMARKS	REFERENCE
<i>Policy</i>	Retain for 5 years , then P	
<i>Routine</i>	Retain for 3 years , then P	
<i>Others with specific retention and disposal requirements</i>		
(1) Requests for copies of ordinances, etc.	See 6-35 Information Services - Books and Publications	

P = Refer to GRS for appraisal by PRO

D = Destroy (*except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.*)

SOP = Retain until superseded or obsolete, then refer to GRS for appraisal by PRO

SOD = Retain until superseded or obsolete, then destroy (*except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.*)

1-15 APPRECIATION AND CONDOLENCES

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

NATURE/DESCRIPTION	DISPOSAL REMARKS	REFERENCE
<i>Policy</i>	Retain for 5 years , then P	
<i>Routine</i>	Retain for 3 years , then D	

P = Refer to GRS for appraisal by PRO

D = Destroy (*except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.*)

SOP = Retain until superseded or obsolete, then refer to GRS for appraisal by PRO

SOD = Retain until superseded or obsolete, then destroy (*except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.*)

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.

NATURE/DESCRIPTION	DISPOSAL REMARKS	REFERENCE
<i>Policy</i>	Retain for 5 years , then P	
<i>Routine</i>	Retain for 3 years , then D	
<i>Others with specific retention and disposal requirements</i>		
(1) Proceedings, minutes and annual reports	Retain for 3 years , then P	

P = Refer to GRS for appraisal by PRO

D = Destroy (*except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.*)

SOP = Retain until superseded or obsolete, then refer to GRS for appraisal by PRO

SOD = Retain until superseded or obsolete, then destroy (*except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.*)

1-25 BADGES, EMBLEMS AND 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.

NATURE/DESCRIPTION	DISPOSAL REMARKS	REFERENCE
<i>Policy</i>	Retain for 5 years , then P	
<i>Routine</i>	Retain for 2 years , then D	
<i>Others with specific retention and disposal requirements</i>		
(1) Accepted designs	SOP	
(2) Unaccepted designs	Retain for 3 years , then D	

P = Refer to GRS for appraisal by PRO

D = Destroy (*except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.*)

SOP = Retain until superseded or obsolete, then refer to GRS for appraisal by PRO

SOD = Retain until superseded or obsolete, then destroy (*except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.*)

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.

NATURE/DESCRIPTION	DISPOSAL REMARKS	REFERENCE
<i>Policy</i>	Retain for 5 years , then P	
<i>Routine</i>	Retain for 2 years , then D	
<i>Others with specific retention and disposal requirements</i>		
(1) Records relating to applications for and renewals of licences and permits	Retain for 5 years , then D	
(2) Records relating to fitting out of canteens, pantries, cafeterias and other eating places	See 2-25 Accommodation - Fitting Out and Repairs	
(3) Records relating to purchase of equipment and supplies	See 3-15 Canteen and Pantry Equipment and Supplies	

P = Refer to GRS for appraisal by PRO

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SOP = Retain until superseded or obsolete, then refer to GRS for appraisal by PRO

SOD = Retain until superseded or obsolete, then destroy (*except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.*)

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)**.

NATURE/DESCRIPTION	DISPOSAL REMARKS	REFERENCE
<i>Policy</i>	Retain for 5 years , then P	
<i>Routine</i>	Retain for 2 years , then D	

P = Refer to GRS for appraisal by PRO

D = Destroy (*except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.*)

SOP = Retain until superseded or obsolete, then refer to GRS for appraisal by PRO

SOD = Retain until superseded or obsolete, then destroy (*except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.*)

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.

NATURE/DESCRIPTION	DISPOSAL REMARKS	REFERENCE
<i>Policy</i>	Retain for 5 years , then P	
<i>Routine</i>	Retain for 3 years , then D	
<i>Others with specific retention and disposal requirements</i>		
(1) Photographs and audiovisual materials of opening ceremonies and other special events	See 6-30 Information Services - Audiovisual Aids	

P = Refer to GRS for appraisal by PRO

D = Destroy (*except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.*)

SOP = Retain until superseded or obsolete, then refer to GRS for appraisal by PRO

SOD = Retain until superseded or obsolete, then destroy (*except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.*)

1-45 CHARITY

For records relating to policies, procedures and routine matters regarding charitable campaigns, drives and related activities.

NATURE/DESCRIPTION	DISPOSAL REMARKS	REFERENCE
<i>Policy</i>	Retain for 5 years , then P	
<i>Routine</i>	Retain for 2 years , then D	

P = Refer to GRS for appraisal by PRO

D = Destroy (*except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.*)

SOP = Retain until superseded or obsolete, then refer to GRS for appraisal by PRO

SOD = Retain until superseded or obsolete, then destroy (*except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.*)

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 bureaux and departments **not covered by other subject groups in these schedules (i.e. Schedules 2 to 6)**.

NATURE/DESCRIPTION	DISPOSAL REMARKS	REFERENCE
<i>Policy</i>	Retain for 5 years , then P	
<i>Routine</i>	Retain for 2 years , then D	
<i>Others with specific retention and disposal requirements</i>		
(1) Circulars and directives issued by your bureau/department	SOP	
(2) Circulars and directives issued by other bureaux/departments	SOD	

P = Refer to GRS for appraisal by PRO

D = Destroy (*except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.*)

SOP = Retain until superseded or obsolete, then refer to GRS for appraisal by PRO

SOD = Retain until superseded or obsolete, then destroy (*except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.*)

1-55 COMMITTEES, COUNCILS AND 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.

NATURE/DESCRIPTION	DISPOSAL REMARKS	REFERENCE
<i>Policy</i>	Retain for 5 years , then P	
<i>Routine</i>	Retain for 3 years , then P	

P = Refer to GRS for appraisal by PRO

D = Destroy (*except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.*)

SOP = Retain until superseded or obsolete, then refer to GRS for appraisal by PRO

SOD = Retain until superseded or obsolete, then destroy (*except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.*)

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.

NATURE/DESCRIPTION	DISPOSAL REMARKS	REFERENCE
<i>Policy</i>	Retain for 5 years , then P	
<i>Routine</i>	Retain for 3 years , then D	

P = Refer to GRS for appraisal by PRO

D = Destroy (*except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.*)

SOP = Retain until superseded or obsolete, then refer to GRS for appraisal by PRO

SOD = Retain until superseded or obsolete, then destroy (*except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.*)

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.

NATURE/DESCRIPTION	DISPOSAL REMARKS	REFERENCE
<i>Policy</i>	Retain for 5 years , then P	
<i>Routine</i>	Retain for 2 years , then D	

P = Refer to GRS for appraisal by PRO

D = Destroy (*except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.*)

SOP = Retain until superseded or obsolete, then refer to GRS for appraisal by PRO

SOD = Retain until superseded or obsolete, then destroy (*except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.*)

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)**.

NATURE/DESCRIPTION	DISPOSAL REMARKS	REFERENCE
<i>Policy</i>	Retain for 5 years , then P	
<i>Routine</i>	Retain for 2 years , then D	
<i>Others with specific retention and disposal requirements</i>		
(1) Records relating to accommodation, utilities, building services facilities and building management	See item (3) in Appendix to Schedule 2	
(2) Records relating to equipment, supplies and services	See item (10) in Appendix to Schedule 3	
(3) Records relating to staff complaints	See 5-75 Staff Relations - Appeals and Grievances	

P = Refer to GRS for appraisal by PRO

D = Destroy (*except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.*)

SOP = Retain until superseded or obsolete, then refer to GRS for appraisal by PRO

SOD = Retain until superseded or obsolete, then destroy (*except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.*)

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.

NATURE/DESCRIPTION	DISPOSAL REMARKS	REFERENCE
<i>Policy</i>	Retain for 5 years , then P	
<i>Routine</i>	Retain for 2 years , then D	
<i>Others with specific retention and disposal requirements</i>		
(1) Records relating to international, regional, territory-wide and service-wide conferences, seminars and symposia, etc. organised/convened by your bureau/department	Retain for 3 years , then P	
(2) Records relating to allowances	See 4-30 Allowances	
(3) Records relating to claims for travelling expenses	See 4-50 Claims	
(4) Records relating to security	See 1-120 Licences, Passes and Permits and 1-190 Security	
(5) Records relating to vehicle booking	See 1-195 Transportation	

P = Refer to GRS for appraisal by PRO

D = Destroy (*except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.*)

SOP = Retain until superseded or obsolete, then refer to GRS for appraisal by PRO

SOD = Retain until superseded or obsolete, then destroy (*except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.*)

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.

NATURE/DESCRIPTION	DISPOSAL REMARKS	REFERENCE
<i>Policy</i>	Retain for 5 years , then P	
<i>Routine</i>	Retain for 3 years , then D	

P = Refer to GRS for appraisal by PRO

D = Destroy (*except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.*)

SOP = Retain until superseded or obsolete, then refer to GRS for appraisal by PRO

SOD = Retain until superseded or obsolete, then destroy (*except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.*)

1-85 ELECTIONS

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

NATURE/DESCRIPTION	DISPOSAL REMARKS	REFERENCE
<i>Policy</i>	Retain for 5 years , then P	
<i>Routine</i>	Retain for 3 years , then D	

P = Refer to GRS for appraisal by PRO

D = Destroy (*except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.*)

SOP = Retain until superseded or obsolete, then refer to GRS for appraisal by PRO

SOD = Retain until superseded or obsolete, then destroy (*except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.*)

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.

NATURE/DESCRIPTION	DISPOSAL REMARKS	REFERENCE
<i>Policy</i>	Retain for 5 years , then P	
<i>Routine</i>	Retain for 2 years , then D	
<i>Others with specific retention and disposal requirements</i>		
(1) Contingency/disaster plan	D 3 years after the contingency/disaster plan ceases	
(2) Investigation reports	Retain for 3 years , then P	
(3) Records relating to vital records protection programme	See 6-60 Information Management and Records Management	

P = Refer to GRS for appraisal by PRO

D = Destroy (*except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.*)

SOP = Retain until superseded or obsolete, then refer to GRS for appraisal by PRO

SOD = Retain until superseded or obsolete, then destroy (*except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.*)

1-95 ENVIRONMENTAL MANAGEMENT

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

NATURE/DESCRIPTION	DISPOSAL REMARKS	REFERENCE
<i>Policy</i>	Retain for 5 years , then P	
<i>Routine</i>	Retain for 3 years , then D	
<i>Others with specific retention and disposal requirements</i>		
(1) Records relating to building management of office accommodation and quarters	See 2-15 Accommodation - Building Management	

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SOP = Retain until superseded or obsolete, then refer to GRS for appraisal by PRO

SOD = Retain until superseded or obsolete, then destroy (*except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.*)

1-100 GIFTS AND DONATIONS

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

NATURE/DESCRIPTION	DISPOSAL REMARKS	REFERENCE
<i>Policy</i>	Retain for 5 years , then D	
<i>Routine</i>	Retain for 3 years , then D	
<i>Others with specific retention and disposal requirements</i>		
(1) Financial records	See 4-65 Grants and Funds	
(2) Objects of historical interests	See 1-130 Monuments	

P = Refer to GRS for appraisal by PRO

D = Destroy (*except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.*)

SOP = Retain until superseded or obsolete, then refer to GRS for appraisal by PRO

SOD = Retain until superseded or obsolete, then destroy (*except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.*)

1-105 HISTORICAL MATTERS

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

NATURE/DESCRIPTION	DISPOSAL REMARKS	REFERENCE
<i>Policy</i>	Retain for 5 years , then P	
<i>Routine</i>	Retain for 3 years , then P	
<i>Others with specific retention and disposal requirements</i>		
(1) Records relating to preservation of archival records	See 6-10 Archives	
(2) Records relating to preservation of buildings and objects of historical interests	See 1-130 Monuments	

P = Refer to GRS for appraisal by PRO

D = Destroy (*except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.*)

SOP = Retain until superseded or obsolete, then refer to GRS for appraisal by PRO

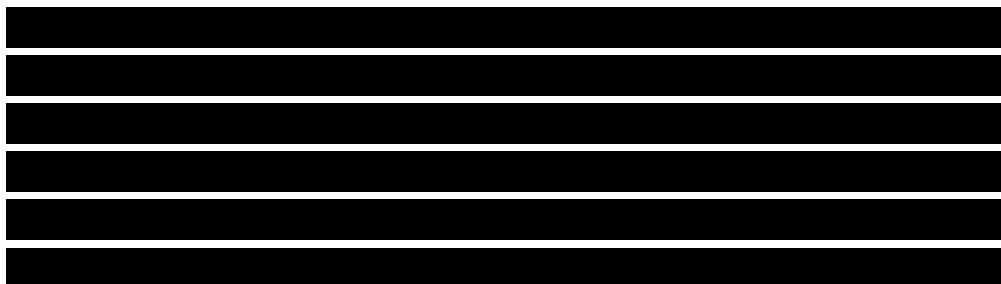
SOD = Retain until superseded or obsolete, then destroy (*except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.*)

1-110 INTELLECTUAL PROPERTY

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.

NATURE/DESCRIPTION	DISPOSAL REMARKS	REFERENCE
<i>Policy</i>	Retain for 5 years , then P	
<i>Routine</i>	Retain for 2 years , then D	
<i>Others with specific retention and disposal requirements</i>		
<p>(1) Records relating to intellectual property rights held by Government, registration of the registrable intellectual property rights and how the rights are to be executed</p> <p>(2) Records relating to infringements of intellectual property rights</p> <p>(3) Records relating to applications by a bureau/department for permission to reproduce and/or use materials subject to intellectual property rights of other individuals/organisations</p>	<p>SOP</p> <p>D 5 years after case is resolved ^[Note 1]</p> <p>D 7 years after the permission has expired ^[Note 2]</p>	

Note 1:



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- SOD = Retain until superseded or obsolete, then destroy (*except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.*)

[Redacted]

Note 2: (a) [Redacted]

(b) [Redacted]

(Note 1 and Note 2 above were obliterated in accordance with paragraph 2.10(b) of the Code on Access to Information on the ground that their disclosure would inhibit the frankness and candour of discussion within Government.)

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- D = Destroy *(except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.)*
- SOP = Retain until superseded or obsolete, then refer to GRS for appraisal by PRO
- SOD = Retain until superseded or obsolete, then destroy *(except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.)*

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.

NATURE/DESCRIPTION	DISPOSAL REMARKS	REFERENCE
<i>Policy</i>	Retain for 5 years , then P	
<i>Routine</i>	Retain for 3 years , then P	
<i>Others with specific retention and disposal requirements</i>		
(1) Proposals/discussions/ comments of new legislation and amendments to existing legislation	See 1-10 Legislation	
(2) Files created for keeping records relating to precedent cases	SOP	

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SOP = Retain until superseded or obsolete, then refer to GRS for appraisal by PRO

SOD = Retain until superseded or obsolete, then destroy (*except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.*)

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 bureau or department.

NATURE/DESCRIPTION	DISPOSAL REMARKS	REFERENCE
<i>Policy</i>	Retain for 5 years , then D	
<i>Routine</i>	Retain for 2 years , then D	
<i>Others with specific retention and disposal requirements</i>		
(1) Government Identity Cards, Departmental Warrant Cards, and visitor passes	SOD	
(2) Registers, logs and indexes of issued licences, permits, etc.	SOD	

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SOP = Retain until superseded or obsolete, then refer to GRS for appraisal by PRO

SOD = Retain until superseded or obsolete, then destroy (*except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.*)

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.

NATURE/DESCRIPTION	DISPOSAL REMARKS	REFERENCE
<i>Policy</i>	Retain for 5 years , then P	
<i>Routine</i>	Retain for 3 years , then D	
<i>Others with specific retention and disposal requirements</i>		
(1) Reports, implementation plans, reviews and major studies at bureau/department level	Retain for 5 years , then P	
(2) Standards, manuals and instructions	SOD	

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SOP = Retain until superseded or obsolete, then refer to GRS for appraisal by PRO

SOD = Retain until superseded or obsolete, then destroy (*except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.*)

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).**

NATURE/DESCRIPTION	DISPOSAL REMARKS	REFERENCE
<i>Policy</i>	Retain for 5 years , then P	
<i>Routine</i>	Retain for 3 years , then P	

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SOP = Retain until superseded or obsolete, then refer to GRS for appraisal by PRO

SOD = Retain until superseded or obsolete, then destroy (*except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.*)

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.

NATURE/DESCRIPTION	DISPOSAL REMARKS	REFERENCE
<i>Policy</i>	Retain for 5 years , then D	
<i>Routine</i>	Retain for 2 years , then D	
<i>Others with specific retention and disposal requirements</i>		
(1) Daily logs, delivery receipts, routing slips of dispatched records, etc.	Retain for 6 months , then D	
(2) Mailing lists and registers	SOD	

P = Refer to GRS for appraisal by PRO

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SOD = Retain until superseded or obsolete, then destroy (*except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.*)

1-140 OFFICIAL LANGUAGES

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

NATURE/DESCRIPTION	DISPOSAL REMARKS	REFERENCE
<i>Policy</i>	Retain for 5 years , then P	
<i>Routine</i>	Retain for 3 years , then D	
<i>Others with specific retention and disposal requirements</i>		
(1) Records relating to requests for translation service	See 1-135 Office Services	
(2) Records relating to staff training	See 5-95 Training and Development	

P = Refer to GRS for appraisal by PRO

D = Destroy (*except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.*)

SOP = Retain until superseded or obsolete, then refer to GRS for appraisal by PRO

SOD = Retain until superseded or obsolete, then destroy (*except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.*)

1-145 ORGANISATION

For records relating to organisational structure, functions and responsibilities and distribution of business of a bureau/department 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.

NATURE/DESCRIPTION	DISPOSAL REMARKS	REFERENCE
<i>Policy</i>	Retain for 5 years , then P	
<i>Routine</i>	Retain for 3 years , then P	

P = Refer to GRS for appraisal by PRO

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SOP = Retain until superseded or obsolete, then refer to GRS for appraisal by PRO

SOD = Retain until superseded or obsolete, then destroy (*except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.*)

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.

NATURE/DESCRIPTION	DISPOSAL REMARKS	REFERENCE
<i>Policy</i>	Retain for 5 years , then P	
<i>Routine</i>	Retain for 3 years , then P	

P = Refer to GRS for appraisal by PRO

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SOD = Retain until superseded or obsolete, then destroy (*except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.*)

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.

NATURE/DESCRIPTION	DISPOSAL REMARKS	REFERENCE
<i>Policy</i>	Retain for 5 years , then P	
<i>Routine</i>	Retain for 3 years , then P	

P = Refer to GRS for appraisal by PRO

D = Destroy (*except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.*)

SOP = Retain until superseded or obsolete, then refer to GRS for appraisal by PRO

SOD = Retain until superseded or obsolete, then destroy (*except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.*)

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.

NATURE/DESCRIPTION	DISPOSAL REMARKS	REFERENCE
<i>Policy</i>	Retain for 5 years , then P	
<i>Routine</i>	Retain for 3 years , then D	
<i>Others with specific retention and disposal requirements</i>		
(1) Staff statistical records	See Appendix B to Schedule 5	

P = Refer to GRS for appraisal by PRO

D = Destroy (*except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.*)

SOP = Retain until superseded or obsolete, then refer to GRS for appraisal by PRO

SOD = Retain until superseded or obsolete, then destroy (*except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.*)

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.

NATURE/DESCRIPTION	DISPOSAL REMARKS	REFERENCE
<i>Policy</i>	Retain for 5 years , then D	
<i>Routine</i>	SOD	
<i>Others with specific retention and disposal requirements</i>		
(1) Records relating to annual departmental reports produced by your bureau/department including drafts, supporting documentation and correspondence	Retain for 3 years , then P	
(2) Annual departmental reports or reports received from other bureaux/departments	SOD	
(3) Records relating to the annual report of the Government	See 6-35 Information Services - Books and Publications	

P = Refer to GRS for appraisal by PRO

D = Destroy (*except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.*)

SOP = Retain until superseded or obsolete, then refer to GRS for appraisal by PRO

SOD = Retain until superseded or obsolete, then destroy (*except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.*)

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.

NATURE/DESCRIPTION	DISPOSAL REMARKS	REFERENCE
<i>Policy</i>	Retain for 5 years , then D	
<i>Routine</i>	SOD	

P = Refer to GRS for appraisal by PRO

D = Destroy (*except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.*)

SOP = Retain until superseded or obsolete, then refer to GRS for appraisal by PRO

SOD = Retain until superseded or obsolete, then destroy (*except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.*)

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.

NATURE/DESCRIPTION	DISPOSAL REMARKS	REFERENCE
<i>Policy</i>	Retain for 5 years , then D	
<i>Routine</i>	SOD	

P = Refer to GRS for appraisal by PRO

D = Destroy (*except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.*)

SOP = Retain until superseded or obsolete, then refer to GRS for appraisal by PRO

SOD = Retain until superseded or obsolete, then destroy (*except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.*)

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.

NATURE/DESCRIPTION	DISPOSAL REMARKS	REFERENCE
<i>Policy</i>	Retain for 5 years , then D	
<i>Routine</i>	SOD	

P = Refer to GRS for appraisal by PRO

D = Destroy (*except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.*)

SOP = Retain until superseded or obsolete, then refer to GRS for appraisal by PRO

SOD = Retain until superseded or obsolete, then destroy (*except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.*)

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.

NATURE/DESCRIPTION	DISPOSAL REMARKS	REFERENCE
<i>Policy</i>	Retain for 5 years , then D	
<i>Routine</i>	SOD	

P = Refer to GRS for appraisal by PRO

D = Destroy (*except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.*)

SOP = Retain until superseded or obsolete, then refer to GRS for appraisal by PRO

SOD = Retain until superseded or obsolete, then destroy (*except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.*)

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).**

NATURE/DESCRIPTION	DISPOSAL REMARKS	REFERENCE
<i>Policy</i>	Retain for 5 years , then P	
<i>Routine</i>	SOD	
<i>Others with specific retention and disposal requirements</i>		
(1) Reports and returns	Retain for 3 years , then P	
(2) Records relating to subversive activities	Retain for 5 years , then P	
(3) Records relating to integrity checking and financial status checking of staff	See item (1) under “Others with specific retention and disposal requirements” in 5-85 Staff Security / Integrity Check	
(4) Records relating to security of buildings, office accommodation and quarters	See 2-30 Accommodation - Security	
(5) Records relating to security of records and information	See 6-60 Information Management and Records Management	
(6) Records relating to thefts, burglary and vandalism, etc.	D 3 years after incident is settled	
(7) Records relating to damage to buildings by thefts, burglary and vandalism, etc.	See 2-20 Accommodation - Damage	

P = Refer to GRS for appraisal by PRO

D = Destroy (*except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.*)

SOP = Retain until superseded or obsolete, then refer to GRS for appraisal by PRO

SOD = Retain until superseded or obsolete, then destroy (*except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.*)

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.

NATURE/DESCRIPTION	DISPOSAL REMARKS	REFERENCE
<i>Policy</i>	Retain for 4 years , then D	
<i>Routine</i>	Retain for 2 years , then D	

P = Refer to GRS for appraisal by PRO

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SOP = Retain until superseded or obsolete, then refer to GRS for appraisal by PRO

SOD = Retain until superseded or obsolete, then destroy (*except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.*)

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.

NATURE/DESCRIPTION	DISPOSAL REMARKS	REFERENCE
<i>Policy</i>	Retain for 5 years , then P	
<i>Routine</i>	Retain for 2 years , then D	
<i>Others with specific retention and disposal requirements</i>		
(1) Reports by Heads of bureaux/departments or those who hold a statutory position	Retain for 3 years , then P	
(2) Records relating to visits by dignitaries, e.g. Nobel Prize laureates	Retain for 3 years , then P	
(3) Records relating to allowances	See 4-30 Allowances	
(4) Records relating to claims for travelling expenses	See 4-50 Claims	
(5) Records relating to vehicle booking	See 1-195 Transportation	

P = Refer to GRS for appraisal by PRO

D = Destroy (*except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.*)

SOP = Retain until superseded or obsolete, then refer to GRS for appraisal by PRO

SOD = Retain until superseded or obsolete, then destroy (*except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.*)

SCHEDULE 2 - ACCOMMODATION AND FACILITIES

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

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

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

This Schedule DOES NOT COVER:

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

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

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

2-5 ACCOMMODATION

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

NATURE/DESCRIPTION	DISPOSAL REMARKS	REFERENCE
<i>Policy</i>	Retain for 5 years , then P	
<i>Routine</i>	Retain for 3 years , then D	
<i>Others with specific retention and disposal requirements</i>		
(1) Records relating to addresses and locations of accommodation	SOD	
(2) Records relating to complaints	See item (3) in Appendix to Schedule 2	

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D = Destroy (*except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.*)

SOP = Retain until superseded or obsolete, then refer to GRS for appraisal by PRO

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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.

NATURE/DESCRIPTION	DISPOSAL REMARKS	REFERENCE
<i>Policy</i>	Retain for 5 years , then P	
<i>Routine</i>	Retain for 3 years , then D	
<i>Others with specific retention and disposal requirements</i>		
(1) Contract documents	See items (3) and (4) in Appendix to Schedule 3 [Endnote 1 to Schedule 2]	
(2) Other legal documents (copies)	SOD	
(3) Records relating to construction of new buildings	Retain for 7 years , then P	
(4) Records relating to cancelled projects	D 3 years after cancellation	
(5) Records relating to complaints	See item (3) in Appendix to Schedule 2	
(6) Records relating to historical sites and buildings	See item (4) in Appendix to Schedule 2	

P = Refer to GRS for appraisal by PRO

D = Destroy (*except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.*)

SOP = Retain until superseded or obsolete, then refer to GRS for appraisal by PRO

SOD = Retain until superseded or obsolete, then destroy (*except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.*)

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.

NATURE/DESCRIPTION	DISPOSAL REMARKS	REFERENCE
<i>Policy</i>	Retain for 5 years , then P	
<i>Routine</i>	Retain for 3 years , then D	
<i>Others with specific retention and disposal requirements</i>		
(1) Contract documents	See items (3) and (4) in Appendix to Schedule 3 [Endnote 1 to Schedule 2]	
(2) Records relating to booking, allocation and arrangement for parking space and temporary use of accommodation and other building facilities	SOD	
(3) Records relating to building maintenance and repairs	See 2-25 Accommodation - Fitting Out and Repairs	
(4) Records relating to maintenance and repairs of communication systems	See 2-45 Communication Systems - Maintenance and Repairs	
(5) Records relating to maintenance and repairs of utilities and building services facilities	See 2-60 Utilities and Building Services Facilities - Maintenance and Repairs	

P = Refer to GRS for appraisal by PRO

D = Destroy (*except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.*)

SOP = Retain until superseded or obsolete, then refer to GRS for appraisal by PRO

SOD = Retain until superseded or obsolete, then destroy (*except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.*)

NATURE/DESCRIPTION	DISPOSAL REMARKS	REFERENCE
(6) Records relating to security guard services	See 2-30 Accommodation - Security	
(7) Records relating to procurement and supplies, etc.	See 3-5 Equipment, Supplies and Services ^[Endnote 2 to Schedule 2]	
(8) Records containing personal data, e.g. attendance records of workers of a cleansing contractor	See item (1) in Appendix to Schedule 2	
(9) Records relating to complaints	See item (3) in Appendix to Schedule 2	
(10) Records relating to historical sites and buildings	See item (4) in Appendix to Schedule 2	

P = Refer to GRS for appraisal by PRO

D = Destroy (*except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.*)

SOP = Retain until superseded or obsolete, then refer to GRS for appraisal by PRO

SOD = Retain until superseded or obsolete, then destroy (*except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.*)

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.

NATURE/DESCRIPTION	DISPOSAL REMARKS	REFERENCE
<i>Policy</i>	Retain for 5 years , then P	
<i>Routine</i>	Retain for 2 years , then D	
<i>Others with specific retention and disposal requirements</i>		
(1) Records relating to damage of minor nature, e.g. broken window panes	D 1 year after completion of investigation and resolution of the case	
(2) Records relating to damage of major nature as a result of fire, flooding, natural disasters, etc.	P 3 years after completion of investigation and resolution of the case	
(3) Records relating to complaints	See item (3) in Appendix to Schedule 2	
(4) Records relating to historical sites and buildings	See item (4) in Appendix to Schedule 2	

P = Refer to GRS for appraisal by PRO

D = Destroy (*except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.*)

SOP = Retain until superseded or obsolete, then refer to GRS for appraisal by PRO

SOD = Retain until superseded or obsolete, then destroy (*except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.*)

2-25 ACCOMMODATION - FITTING OUT AND REPAIRS

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.

NATURE/DESCRIPTION	DISPOSAL REMARKS	REFERENCE
<i>Policy</i>	Retain for 5 years , then P	
<i>Routine</i>	Retain for 3 years , then D	
<i>Others with specific retention and disposal requirements</i>		
(1) Government owned building specifications and layouts	SOP	
(2) Fitting out plans	SOD	
(3) Procurement, general management, maintenance, transfer, etc. of furniture and furnishings	See 3-35 Furniture and Furnishings ^[Note]	
(4) Records relating to complaints	See item (3) in Appendix to Schedule 2	

*Note: B/Ds are directed to refer to the disposal requirements of specific records group stated in the subject group **3-35 Furniture and Furnishings**.*

P = Refer to GRS for appraisal by PRO

D = Destroy (*except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.*)

SOP = Retain until superseded or obsolete, then refer to GRS for appraisal by PRO

SOD = Retain until superseded or obsolete, then destroy (*except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.*)

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.

NATURE/DESCRIPTION	DISPOSAL REMARKS	REFERENCE
<i>Policy</i>	Retain for 5 years , then P	
<i>Routine</i>	Retain for 3 years , then D	
<i>Others with specific retention and disposal requirements</i>		
(1) Records relating to day-to-day monitoring and control of security and access to buildings and premises by users and visitors	See item (1) in Appendix to Schedule 2	
(2) Fire drills, investigations and reports	See 1-90 Emergency Planning ^[Note 1]	
(3) Contingency/disaster planning	See 1-90 Emergency Planning ^[Note 1]	
(4) Issue and control of security passes and user IDs	See 1-120 Licences, Passes and Permits ^[Note 2]	
(5) Procurement, general management, maintenance, transfer, etc. of security related equipment and supplies	See 3-60 Security Equipment and Supplies ^[Note 3]	
(6) Records relating to complaints	See item (3) in Appendix to Schedule 2	

Note 1: B/Ds are directed to refer to the disposal requirements of specific records group stated in the subject group 1-90 Emergency Planning.

P = Refer to GRS for appraisal by PRO

D = Destroy (*except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.*)

SOP = Retain until superseded or obsolete, then refer to GRS for appraisal by PRO

SOD = Retain until superseded or obsolete, then destroy (*except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.*)

*Note 2: B/Ds are directed to refer to the disposal requirements of specific records group stated in the subject group **1-120 Licences, Passes and Permits**.*

*Note 3: B/Ds are directed to refer to the disposal requirements of specific records group stated in the subject group **3-60 Security Equipment and Supplies**.*

- P = Refer to GRS for appraisal by PRO
D = Destroy (*except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.*)
SOP = Retain until superseded or obsolete, then refer to GRS for appraisal by PRO
SOD = Retain until superseded or obsolete, then destroy (*except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.*)

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**.

NATURE/DESCRIPTION	DISPOSAL REMARKS	REFERENCE
<i>Policy</i>	Retain for 5 years , then P	
<i>Routine</i>	Retain for 3 years , then D	
<i>Others with specific retention and disposal requirements</i>		
(1) Contract documents	See items (3) and (4) in Appendix to Schedule 3 [Endnote 1 to Schedule 2]	
(2) Records relating to complaints	See item (3) in Appendix to Schedule 2	

P = Refer to GRS for appraisal by PRO

D = Destroy (*except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.*)

SOP = Retain until superseded or obsolete, then refer to GRS for appraisal by PRO

SOD = Retain until superseded or obsolete, then destroy (*except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.*)

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.

NATURE/DESCRIPTION	DISPOSAL REMARKS	REFERENCE
<i>Policy</i>	Retain for 5 years , then P	
<i>Routine</i>	Retain for 3 years , then D	
<i>Others with specific retention and disposal requirements</i>		
(1) Contract documents	See items (3) and (4) in Appendix to Schedule 3 [Endnote 1 to Schedule 2]	
(2) Records relating to procurement and supplies, etc.	See 3-5 Equipment, Supplies and Services [Endnote 2 to Schedule 2]	
(3) Records relating to complaints	See item (3) in Appendix to Schedule 2	

P = Refer to GRS for appraisal by PRO

D = Destroy (*except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.*)

SOP = Retain until superseded or obsolete, then refer to GRS for appraisal by PRO

SOD = Retain until superseded or obsolete, then destroy (*except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.*)

2-45 COMMUNICATION SYSTEMS - MAINTENANCE AND REPAIRS

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

NATURE/DESCRIPTION	DISPOSAL REMARKS	REFERENCE
<i>Policy</i>	Retain for 5 years , then P	
<i>Routine</i>	Retain for 3 years , then D	
<i>Others with specific retention and disposal requirements</i>		
(1) Contract documents	See items (3) and (4) in Appendix to Schedule 3 [Endnote 1 to Schedule 2]	
(2) Records relating to service, maintenance and repairs	See item (2) in Appendix to Schedule 2	
(3) Records relating to procurement and supplies, etc.	See 3-5 Equipment, Supplies and Services [Endnote 2 to Schedule 2]	
(4) Records relating to complaints	See item (3) in Appendix to Schedule 2	

P = Refer to GRS for appraisal by PRO

D = Destroy (*except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.*)

SOP = Retain until superseded or obsolete, then refer to GRS for appraisal by PRO

SOD = Retain until superseded or obsolete, then destroy (*except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.*)

2-50 UTILITIES AND BUILDING SERVICES FACILITIES

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.**

NATURE/DESCRIPTION	DISPOSAL REMARKS	REFERENCE
<i>Policy</i>	SOP	
<i>Routine</i>	Retain for 3 years , then D	
<i>Others with specific retention and disposal requirements</i>		
(1) Contract documents	See items (3) and (4) in Appendix to Schedule 3 [Endnote 1 to Schedule 2]	
(2) Records relating to complaints	See item (3) in Appendix to Schedule 2	

P = Refer to GRS for appraisal by PRO

D = Destroy (*except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.*)

SOP = Retain until superseded or obsolete, then refer to GRS for appraisal by PRO

SOD = Retain until superseded or obsolete, then destroy (*except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.*)

2-55 UTILITIES AND BUILDING SERVICES FACILITIES - 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.

NATURE/DESCRIPTION	DISPOSAL REMARKS	REFERENCE
<i>Policy</i>	SOP	
<i>Routine</i>	Retain for 3 years , then D	
<i>Others with specific retention and disposal requirements</i>		
(1) Contract documents	See items (3) and (4) in Appendix to Schedule 3 [Endnote 1 to Schedule 2]	
(2) Construction plans and installation plans/manuals	SOD	
(3) Records relating to procurement and supplies, etc.	See 3-5 Equipment, Supplies and Services [Endnote 2 to Schedule 2]	
(4) Records relating to complaints	See item (3) in Appendix to Schedule 2	

P = Refer to GRS for appraisal by PRO

D = Destroy (*except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.*)

SOP = Retain until superseded or obsolete, then refer to GRS for appraisal by PRO

SOD = Retain until superseded or obsolete, then destroy (*except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.*)

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

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.

NATURE/DESCRIPTION	DISPOSAL REMARKS	REFERENCE
<i>Policy</i>	Retain for 5 years , then P	
<i>Routine</i>	Retain for 3 years , then D	
<i>Others with specific retention and disposal requirements</i>		
(1) Contract documents	See items (3) and (4) in Appendix to Schedule 3 [Endnote 1 to Schedule 2]	
(2) Records relating to service, maintenance and repairs	See item (2) in Appendix to Schedule 2	
(3) Records relating to procurement and supplies, etc.	See 3-5 Equipment, Supplies and Services [Endnote 2 to Schedule 2]	
(4) Records relating to complaints	See item (3) in Appendix to Schedule 2	

P = Refer to GRS for appraisal by PRO

D = Destroy (*except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.*)

SOP = Retain until superseded or obsolete, then refer to GRS for appraisal by PRO

SOD = Retain until superseded or obsolete, then destroy (*except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.*)

Endnotes to Schedule 2

Endnote 1: B/Ds are directed to refer to the disposal requirements of contract documents stated in **Appendix to Schedule 3**.

Endnote 2: B/Ds are directed to refer to the disposal requirements of specific records group stated in the subject group **3-5 Equipment, Supplies and Services**.

Appendix to Schedule 2

**Retention and Disposal Requirements for
Records Common to Different Subject Groups in Schedule 2**

NATURE/DESCRIPTION	DISPOSAL REMARKS	REFERENCE
(1) Records containing personal data, e.g. attendance records of workers of a cleansing contractor and visitors' log book containing personal data of visitors to a government building	SOD	
(2) Records relating to service, maintenance and repairs	D after 7 years or when relevant system/equipment is obsolete/replaced/disposed of	
(3) Records relating to complaints arising from acquisition, construction, allocation, use, management, lease, termination of lease, rental, transfer, maintenance and disposal, etc. of -	D 3 years after case is settled and all obligations ceased	
(a) accommodation;		
(b) utilities;		
(c) building services facilities; and		
(d) building management services, cleaning services, pest control services, security services and other related services.		

P = Refer to GRS for appraisal by PRO

D = Destroy (*except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.*)

SOP = Retain until superseded or obsolete, then refer to GRS for appraisal by PRO

SOD = Retain until superseded or obsolete, then destroy (*except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.*)

NATURE/DESCRIPTION	DISPOSAL REMARKS	REFERENCE
(4) Records relating to historical sites and buildings ^[Note]	Retain for 3 years , then P	

Note: Historical sites and buildings refer to monuments declared under the Antiquities and Monuments Ordinance (Cap. 53) and Grade 1 historic buildings as announced by the Government.

P = Refer to GRS for appraisal by PRO

D = Destroy (*except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.*)

SOP = Retain until superseded or obsolete, then refer to GRS for appraisal by PRO

SOD = Retain until superseded or obsolete, then destroy (*except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.*)

SCHEDULE 3 - PROCUREMENT 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 has incorporated records retention and disposal requirements prescribed in prevailing legislation, government regulations, directives, etc. relevant to procurement and supplies operations as far as possible. They include Stores and Procurement Regulations (SPRs) 530, 535, 539, 635 and 675, Standing Accounting Instructions (SAIs) 225 and 230, and Accounting Circular (AC) No. 9/2005 entitled "Proper Maintenance and Retention of Accounting Books and Records". For records common to different subject groups which are created and used regardless of the nature of the goods and services, their retention and disposal requirements are detailed in the **Appendix** to this Schedule unless otherwise specified in individual subject groups.

When a claim is filed by or against the Government, records relating to the claim must be retained until the claim is resolved or the case is settled.

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 the GARDS.

3-5 EQUIPMENT, SUPPLIES AND SERVICES

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**.

NATURE/DESCRIPTION	DISPOSAL REMARKS	REFERENCE
<i>Policy</i>	Retain for 5 years , then P	
<i>Routine</i>	Retain for 2 years , then D	
<i>Others with specific retention and disposal requirements</i>		
Items in Appendix to Schedule 3	See Appendix to Schedule 3	

P = Refer to GRS for appraisal by PRO

D = Destroy (*except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.*)

SOP = Retain until superseded or obsolete, then refer to GRS for appraisal by PRO

SOD = Retain until superseded or obsolete, then destroy (*except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.*)

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.

NATURE/DESCRIPTION	DISPOSAL REMARKS	REFERENCE
<i>Policy</i>	Retain for 4 years , then D	
<i>Routine</i>	Retain for 2 years , then D	
<i>Others with specific retention and disposal requirements</i>		
(1) Sales samples	Return to supplier or SOD where applicable	
(2) Items in Appendix to Schedule 3	See Appendix to Schedule 3	

P = Refer to GRS for appraisal by PRO

D = Destroy (*except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.*)

SOP = Retain until superseded or obsolete, then refer to GRS for appraisal by PRO

SOD = Retain until superseded or obsolete, then destroy (*except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.*)

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.

NATURE/DESCRIPTION	DISPOSAL REMARKS	REFERENCE
<i>Policy</i>	Retain for 4 years , then D	
<i>Routine</i>	Retain for 2 years , then D	
<i>Others with specific retention and disposal requirements</i>		
(1) Records relating to utilities such as air conditioning, heating and water supply systems	See 2-50 Utilities	
(2) Items (1) to (10), (12) and (13) in Appendix to Schedule 3	See Appendix to Schedule 3	

P = Refer to GRS for appraisal by PRO

D = Destroy (*except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.*)

SOP = Retain until superseded or obsolete, then refer to GRS for appraisal by PRO

SOD = Retain until superseded or obsolete, then destroy (*except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.*)

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.

NATURE/DESCRIPTION	DISPOSAL REMARKS	REFERENCE
<i>Policy</i>	Retain for 4 years , then D	
<i>Routine</i>	SOD	
<i>Others with specific retention and disposal requirements</i>		
For items acquired through procurement, see items (1) to (4), (8) to (10) and (12) in Appendix to Schedule 3	See Appendix to Schedule 3	

P = Refer to GRS for appraisal by PRO

D = Destroy (*except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.*)

SOP = Retain until superseded or obsolete, then refer to GRS for appraisal by PRO

SOD = Retain until superseded or obsolete, then destroy (*except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.*)

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.

NATURE/DESCRIPTION	DISPOSAL REMARKS	REFERENCE
<i>Policy</i>	Retain for 4 years , then P	
<i>Routine</i>	Retain for 2 years , then D	
<i>Others with specific retention and disposal requirements</i>		
(1) Records relating to research or studies, history, designs and specifications of uniforms	SOP	
(2) Uniform Record Card (GF 203)	See item (1) in Appendix to Schedule 3	
(3) Counter Record of Issues/ Returns of Uniform (GF 292)	See item (1) in Appendix to Schedule 3	
(4) Items (1) to (4), (8) to (10), (12) and (13) in Appendix to Schedule 3	See Appendix to Schedule 3	

P = Refer to GRS for appraisal by PRO

D = Destroy (*except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.*)

SOP = Retain until superseded or obsolete, then refer to GRS for appraisal by PRO

SOD = Retain until superseded or obsolete, then destroy (*except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.*)

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.

NATURE/DESCRIPTION	DISPOSAL REMARKS	REFERENCE
<i>Policy</i>	Retain for 5 years , then P	
<i>Routine</i>	Retain for 3 years , then D	
<i>Others with specific retention and disposal requirements</i>		
Items in Appendix to Schedule 3	See Appendix to Schedule 3	

P = Refer to GRS for appraisal by PRO

D = Destroy (*except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.*)

SOP = Retain until superseded or obsolete, then refer to GRS for appraisal by PRO

SOD = Retain until superseded or obsolete, then destroy (*except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.*)

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.

NATURE/DESCRIPTION	DISPOSAL REMARKS	REFERENCE
<i>Policy</i>	Retain for 4 years , then D	
<i>Routine</i>	Retain for 2 years , then D	
<i>Others with specific retention and disposal requirements</i>		
Items (1) to (10), (12) and (13) in Appendix to Schedule 3	See Appendix to Schedule 3	

P = Refer to GRS for appraisal by PRO

D = Destroy (*except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.*)

SOP = Retain until superseded or obsolete, then refer to GRS for appraisal by PRO

SOD = Retain until superseded or obsolete, then destroy (*except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.*)

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.

NATURE/DESCRIPTION	DISPOSAL REMARKS	REFERENCE
<i>Policy</i>	Retain for 5 years , then P	
<i>Routine</i>	Retain for 3 years , then D	
<i>Others with specific retention and disposal requirements</i>		
Items in Appendix to Schedule 3	See Appendix to Schedule 3	

P = Refer to GRS for appraisal by PRO

D = Destroy (*except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.*)

SOP = Retain until superseded or obsolete, then refer to GRS for appraisal by PRO

SOD = Retain until superseded or obsolete, then destroy (*except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.*)

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.

NATURE/DESCRIPTION	DISPOSAL REMARKS	REFERENCE
<i>Policy</i>	Retain for 4 years , then D	
<i>Routine</i>	Retain for 2 years , then D	
<i>Others with specific retention and disposal requirements</i>		
Items in Appendix to Schedule 3	See Appendix to Schedule 3	

P = Refer to GRS for appraisal by PRO

D = Destroy (*except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.*)

SOP = Retain until superseded or obsolete, then refer to GRS for appraisal by PRO

SOD = Retain until superseded or obsolete, then destroy (*except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.*)

3-50 PRINTING

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

NATURE/DESCRIPTION	DISPOSAL REMARKS	REFERENCE
<i>Policy</i>	Retain for 4 years , then D	
<i>Routine</i>	Retain for 2 years , then D	
<i>Others with specific retention and disposal requirements</i>		
(1) Printing Orders (GF 3 and GF 3A) - (a) For cases where the orders are used to take on charge printing items as stocks in a stores ledger (b) For cases other than (a) above (2) Items (3), (4), (10), (12) and (13) in Appendix to Schedule 3	D when relevant stores ledger sheets are disposed of [See item (2) in Appendix to Schedule 3] See item (1) in Appendix to Schedule 3 See Appendix to Schedule 3	

P = Refer to GRS for appraisal by PRO

D = Destroy (*except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.*)

SOP = Retain until superseded or obsolete, then refer to GRS for appraisal by PRO

SOD = Retain until superseded or obsolete, then destroy (*except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.*)

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.

NATURE/DESCRIPTION	DISPOSAL REMARKS	REFERENCE
<i>Policy</i>	Retain for 4 years , then D	
<i>Routine</i>	Retain for 2 years , then D	
<i>Others with specific retention and disposal requirements</i>		
Items in Appendix to Schedule 3	See Appendix to Schedule 3	

P = Refer to GRS for appraisal by PRO

D = Destroy (*except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.*)

SOP = Retain until superseded or obsolete, then refer to GRS for appraisal by PRO

SOD = Retain until superseded or obsolete, then destroy (*except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.*)

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.

NATURE/DESCRIPTION	DISPOSAL REMARKS	REFERENCE
<i>Policy</i>	Retain for 5 years , then D	
<i>Routine</i>	Retain for 2 years , then D	
<i>Others with specific retention and disposal requirements</i>		
(1) Combination of safe/strong room	SOD	
(2) Items in Appendix to Schedule 3	See Appendix to Schedule 3	

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D = Destroy (*except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.*)

SOP = Retain until superseded or obsolete, then refer to GRS for appraisal by PRO

SOD = Retain until superseded or obsolete, then destroy (*except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.*)

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.

NATURE/DESCRIPTION	DISPOSAL REMARKS	REFERENCE
<i>Policy</i>	Retain for 4 years , then D	
<i>Routine</i>	Retain for 2 years , then D	
<i>Others with specific retention and disposal requirements</i>		
(1) Requests for printing (GF 3 and GF 3A)	See item (1) of 3-50 Printing	
(2) Items (3), (4), (10), (12) and (13) in Appendix to Schedule 3	See Appendix to Schedule 3	

P = Refer to GRS for appraisal by PRO

D = Destroy (*except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.*)

SOP = Retain until superseded or obsolete, then refer to GRS for appraisal by PRO

SOD = Retain until superseded or obsolete, then destroy (*except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.*)

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.**

NATURE/DESCRIPTION	DISPOSAL REMARKS	REFERENCE
<i>Policy</i>	Retain for 5 years , then P	
<i>Routine</i>	Retain for 3 years , then D	
<i>Others with specific retention and disposal requirements</i>		
Items in Appendix to Schedule 3	See Appendix to Schedule 3	

P = Refer to GRS for appraisal by PRO

D = Destroy (*except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.*)

SOP = Retain until superseded or obsolete, then refer to GRS for appraisal by PRO

SOD = Retain until superseded or obsolete, then destroy (*except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.*)

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.

NATURE/DESCRIPTION	DISPOSAL REMARKS	REFERENCE
<i>Policy</i>	Retain for 5 years , then P	
<i>Routine</i>	Retain for 2 years , then D	
<i>Others with specific retention and disposal requirements</i>		
<p>(1) Records relating to research or studies, history, designs and specifications of specialized vehicles - ^[Note 1]</p> <p>(a) For records falling within the purview of Standing Accounting Instructions (SAIs) 225 and 230</p> <p>(b) For records other than (a) above</p>	<p>(i) P at the end of the retention period specified in items (2) and (3) in Appendix to Schedule 4 ; or</p> <p>(ii) P when the vehicle is disposed of,</p> <p>whichever is the later.</p> <p>P when the vehicle is disposed of</p>	SAIs 225 & 230

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D = Destroy (*except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.*)

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SOD = Retain until superseded or obsolete, then destroy (*except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.*)

NATURE/DESCRIPTION	DISPOSAL REMARKS	REFERENCE
(2) Fuel and parking fees - (a) Original (b) Copies	D 7 years after the end of the financial year in which the last entry recurred D 2 years after the end the relevant financial year to which they apply	SAI 225(1) SAI 230
(3) Vehicle Log Books (GF 100)	Retain for 2 years, then D provided that the period covered does not relate to any possible court cases or disciplinary proceedings in which the log books may have to be presented as evidence	Note 2
(4) Items in Appendix to Schedule 3	See Appendix to Schedule 3	

Note 1: The term “specialized vehicles” means vehicles used for performing specific functions of bureaux/departments, e.g. police cars, ambulances and fire engines.

Note 2: Advice given by the Director of Government Logistics vide paragraph 5 of its e-memo ref. (26) in L/M (5/2010) to GLD SV/G/4/9 dated 28 May 2010.

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D = Destroy (*except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.*)

SOP = Retain until superseded or obsolete, then refer to GRS for appraisal by PRO

SOD = Retain until superseded or obsolete, then destroy (*except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.*)

Appendix to Schedule 3**Retention and Disposal Requirements of
Records Common to Different Subject Groups in Schedule 3**

NATURE/DESCRIPTION	DISPOSAL REMARKS	REFERENCE
I. Books of Store Vouchers/Forms & Store Ledger Sheets		
<p>(1) Used or partly used books of stores vouchers/control-numbered stores forms -</p> <p>(a) Containing original copies of used vouchers and forms</p> <p>(b) Not containing original copies of used vouchers and forms</p> <p>(2) Completed manual or computerised stores ledger sheets</p>	<p>D by Departmental Stores Manager (DSM) 7 years after the end of the financial year containing the last entry, or earlier subject to approval from the Director of Accounting Services</p> <p>D by DSM after 3 years and audited by the Director of Audit</p> <p>D by DSM 7 years after the end of the financial year containing the last entry subject to the approval of the Director of Audit without reference to the Director of Government Logistics and the Director of Accounting Services</p>	<p>SPR 675</p> <p>SPR 675</p> <p>SPR 635</p>

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SOD = Retain until superseded or obsolete, then destroy (*except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.*)

NATURE/DESCRIPTION	DISPOSAL REMARKS	REFERENCE
II. Tender ^[Note 1 to Appendix] / Contract Documents		
<p>(3) Documents relating to a tender or consultants selection exercise <u>not</u> covered by the World Trade Organization Agreement on Government Procurement (WTO GPA) -</p> <p>(a) Documents submitted by unsuccessful tenderers</p> <p>(b) Documents submitted by successful tenderers falling outside the scope of a contract</p> <p>(c) Contracts and their related documents such as security bond, bank guarantee and insurance policy, if any - ^[Note 3 to Appendix]</p> <p>(i) Original in respect of simple contracts</p>	<p>D 3 months after execution of contract</p> <p>(i) Retain according to specific departmental retention requirements, then D; or</p> <p>(ii) D 7 years for documents in respect of simple contracts after completion of contracts; or P 13 years for documents in respect of contracts executed under seal after completion of contracts, if no departmental retention requirements have been specified.</p> <p>D 7 years after completion of contract</p>	<p>SPR 530(c)</p> <p>Note 2 to Appendix</p> <p>AC No. 9/2005 Appendix II para. 2</p>

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SOP = Retain until superseded or obsolete, then refer to GRS for appraisal by PRO

SOD = Retain until superseded or obsolete, then destroy (*except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.*)

NATURE/DESCRIPTION	DISPOSAL REMARKS	REFERENCE
II. Tender^[Note 1 to Appendix]/Contract Documents		
(ii) Original in respect of contracts executed under seal	P 13 years after completion of contract	AC No. 9/2005 Appendix II para. 2
(iii) Copies in respect of (i) and (ii) above ^[Note 3 to Appendix]	D 2 years after the end of the relevant financial year to which they apply	SAI 230
(4) Documents relating to procurements covered by WTO GPA -		
(a) Tender documents and all documents submitted by the tenderers ^[Note 4 to Appendix]	D 3 years after execution of contract	SPR 530 last paragraph
(b) Contracts and their related documents such as security bond, bank guarantee and insurance policy, if any - ^[Note 3 to Appendix]		
(i) Original in respect of simple contracts	D 7 years after completion of contract	AC No. 9/2005 Appendix II para. 2
(ii) Original in respect of contracts executed under seal	P 13 years after completion of contract	AC No. 9/2005 Appendix II para. 2
(iii) Copies in respect of (i) and (ii) above ^[Note 3 to Appendix]	D 2 years after the end of the relevant financial year to which they apply	SAI 230

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NATURE/DESCRIPTION	DISPOSAL REMARKS	REFERENCE
III. Other Documents Relating to Equipment, Supplies and Services		
<p>(5) Records on the background and justification leading to the procurement and supplies of equipment</p> <p>(a) For records falling within the purview of SAIs 225 and 230 (i.e. accounting forms and records)</p> <p>(b) For records other than (a) above</p> <p>(6) Maintenance, testing and servicing records, and equipment logs or similar records</p> <p>(7) Operating manuals</p> <p>(8) Loan registers</p> <p>(9) Destruction certificate</p>	<p>(i) D at the end of the retention period specified in SAIs 225 and 230; or</p> <p>(ii) SOD;</p> <p>whichever is the later.</p> <p>SOD</p> <p>D after 7 years or when relevant equipment is obsolete/replaced/disposed of</p> <p>D when relevant equipment is obsolete/replaced/disposed of</p> <p>D after the item has been returned and when relevant GF 277 and GF 278 (if applicable) are disposed of</p> <p>[See item (1) above]</p> <p>D when relevant GF 277 is disposed of</p> <p>[See item (1) above]</p>	<p>SAIs 225 & 230</p>

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NATURE/DESCRIPTION	DISPOSAL REMARKS	REFERENCE
III. Other Documents Relating to Equipment, Supplies and Services		
(10) Complaint files in respect of 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	D 3 years after case has been settled and all obligations ceased	
(11) Investigations, analyses, studies and reviews of major/unique systems and equipment <small>[Note 5 to Appendix]</small>	SOP	
(12) Suppliers lists and information	SOD	
(13) Performance records on contractors or consultants in respect of contracts with a value exceeding the prevailing threshold as specified in SPRs 535 and 539 (<i>in the updated version of June 2009, the contract value threshold is \$1.43 million for goods and services, and \$4 million for services for construction and engineering works</i>) -		SPRs 535 & 539
(a) Records in respect of contract other than (b) below	D 3 years after completion of contract	
(b) Records in respect of contract executed under seal	P 3 years after completion of contract	

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SOD = Retain until superseded or obsolete, then destroy (*except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.*)

Notes to Appendix

Note 1: As advised by the Secretary for Financial Services and the Treasury, in general, all documents submitted by tenderers and the correspondences between the tenderers and the procuring departments in respect of tender exercises should be subject to the requirements stipulated in SPRs, relevant ordinances (e.g. Limitation Ordinance, Cap. 347), and government circulars (e.g. Accounting Circular No. 9/2005)/instructions (e.g. Standing Accounting Instructions)/guidelines (e.g. those issued by the Secretary for Development for works contracts). Government bureaux and departments (B/Ds) should consider such requirements when determining the retention and disposal requirements for documents concerned.

Note 2: There are no specific retention and disposal requirements prescribed in the SPRs on documents submitted by successful tenderers that fall outside the scope of a contract for tender exercises not covered by WTO GPA. B/Ds are advised to follow the retention requirements for contracts as specified in Accounting Circular No. 9/2005 entitled "Proper Maintenance and Retention of Accounting Books and Records" (paragraph 2 of Appendix II to Accounting Circular No. 9/2005) to dispose of such document if they have no specific departmental retention and disposal requirements on those documents.

*Note 3: The retention requirements for contracts and their related documents, in general, should be **7 years** or **13 years** after completion of the contracts where appropriate, as specified in Accounting Circular No. 9/2005 (paragraph 2 of Appendix II to Accounting Circular No. 9/2005). As advised by the Director of Accounting Services, if a "copy" of a contract bears the same legal and contractual function as that of the original contract, the retention and disposal should be the same as the original contract and related documents specified in Accounting Circular*

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SOD = Retain until superseded or obsolete, then destroy (except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.)

No. 9/2005 (paragraph 2 of Appendix II to Accounting Circular No. 9/2005). Otherwise, such “copy” should be treated in the same way as other copies and be disposed of according to SAI 230.

B/Ds should also take into account the advice set out in paragraph 2 of Appendix II to Accounting Circular No. 9/2005 which states “original contracts and their related documents should be kept for an appropriate retention period depending on the nature of the contracts and the relevant provisions in the Limitation Ordinance (Cap. 347)”. Moreover, B/Ds should conform to the retention requirements prescribed in departmental instructions and those promulgated by their respective policy bureau (e.g. those issued by the Secretary for Development for works contracts), if any, so long as these do not contradict Cap. 347 and the Accounting Circular.

Note 4: As advised by the Secretary for Financial Services and the Treasury, the retention and disposal requirements stipulated in the last paragraph of SPR 530 are applicable to tender documents and all documents submitted by all tenderers covered by WTO GPA irrespective of whether they are successful or unsuccessful in a tender exercise.

Note 5: Major/unique systems and equipment are regarded as those systems and equipment that are important to fulfill the primary responsibilities or enhance the core services of B/Ds, e.g. the meteorological facilities of the Hong Kong Observatory and vehicle speed detection equipment of the Hong Kong Police Force.

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SOP = Retain until superseded or obsolete, then refer to GRS for appraisal by PRO

SOD = Retain until superseded or obsolete, then destroy (*except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.*)

SCHEDULE 4 - FINANCE AND ACCOUNTING

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 has incorporated records retention and disposal requirements prescribed in the prevailing legislation, government regulations, directives, etc. relevant to financial and accounting operations as far as possible. They include Standing Accounting Instructions (SAIs) 220, 225 and 230, Accounting Circular (AC) No. 9/2005 entitled “Proper Maintenance and Retention of Accounting Books and Records”, Civil Service Bureau Circular (CSBC) No. 13/2002 entitled “Personal Data (Privacy) Ordinance: Guidelines for Users of Employment-Related Personal Data in the Civil Service”.

Records on financial and accounting operations in B/Ds are largely standardized by SAIs and ACs. Retention and disposal requirements for these standardized records, e.g. books of accounts that are created, received and used common to different subject groups are detailed in the **Appendix** to this Schedule unless otherwise specified in individual subject groups.

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

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

NATURE/DESCRIPTION	DISPOSAL REMARKS	REFERENCE
<i>Policy</i>	Retain for 5 years , then P	
<i>Routine</i>	Retain for 3 years , then D	
<i>Others with specific retention and disposal requirements</i>		
Items in Appendix to Schedule 4	See Appendix to Schedule 4	

P = Refer to GRS for appraisal by PRO

D = Destroy (*except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.*)

SOP = Retain until superseded or obsolete, then refer to GRS for appraisal by PRO

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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 bureaux and departments, and any accounting matters **not covered by subject groups 4-15 to 4-30, 4-40, 4-50 and 4-60 to 4-85.**

NATURE/DESCRIPTION	DISPOSAL REMARKS	REFERENCE
<i>Policy</i>	Retain for 5 years , then P	
<i>Routine</i>	Retain for 3 years , then D	
<i>Others with specific retention and disposal requirements</i>		
(1) Registers for internal control purposes (e.g. Surprise Inspection Book GF 377)	See item (4) in Appendix to Schedule 4	
(2) Items in Appendix to Schedule 4 other than (1) above	See Appendix to Schedule 4	

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D = Destroy (*except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.*)

SOP = Retain until superseded or obsolete, then refer to GRS for appraisal by PRO

SOD = Retain until superseded or obsolete, then destroy (*except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.*)

4-15 EXPENDITURE

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 bureaux and departments **not covered by subject groups 4-25, 4-30, 4-40, 4-50 and 4-60 to 4-85.**

NATURE/DESCRIPTION	DISPOSAL REMARKS	REFERENCE
<i>Policy</i>	Retain for 5 years , then P	
<i>Routine</i>	Retain for 3 years , then D	
<i>Others with specific retention and disposal requirements</i>		
Items in Appendix to Schedule 4	See Appendix to Schedule 4	

P = Refer to GRS for appraisal by PRO

D = Destroy (*except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.*)

SOP = Retain until superseded or obsolete, then refer to GRS for appraisal by PRO

SOD = Retain until superseded or obsolete, then destroy (*except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.*)

4-20 REVENUE

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.**

NATURE/DESCRIPTION	DISPOSAL REMARKS	REFERENCE
<i>Policy</i>	Retain for 5 years , then P	
<i>Routine</i>	Retain for 3 years , then D	
<i>Others with specific retention and disposal requirements</i>		
Items in Appendix to Schedule 4	See Appendix to Schedule 4	

P = Refer to GRS for appraisal by PRO

D = Destroy (*except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.*)

SOP = Retain until superseded or obsolete, then refer to GRS for appraisal by PRO

SOD = Retain until superseded or obsolete, then destroy (*except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.*)

4-25 ADVANCES

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

NATURE/DESCRIPTION	DISPOSAL REMARKS	REFERENCE
<i>Policy</i>	Retain for 5 years , then P	
<i>Routine</i>	Retain for 3 years , then D	
<i>Others with specific retention and disposal requirements</i>		
Items in Appendix to Schedule 4	See Appendix to Schedule 4	

P = Refer to GRS for appraisal by PRO

D = Destroy (*except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.*)

SOP = Retain until superseded or obsolete, then refer to GRS for appraisal by PRO

SOD = Retain until superseded or obsolete, then destroy (*except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.*)

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.

NATURE/DESCRIPTION	DISPOSAL REMARKS	REFERENCE
<i>Policy</i>	Retain for 5 years , then P	
<i>Routine</i>	Retain for 3 years , then D	
<i>Others with specific retention and disposal requirements</i>		
(1) Allowance claim forms	See items (2) and (3) in Appendix to Schedule 4	SAIs 225 & 230 and Appendix II to AC No. 9/2005
(2) Reimbursement claim forms	See items (2) and (3) in Appendix to Schedule 4	SAIs 225 & 230 and Appendix II to AC No. 9/2005
(3) Items in Appendix to Schedule 4 other than (1) and (2) above	See Appendix to Schedule 4	

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SOP = Retain until superseded or obsolete, then refer to GRS for appraisal by PRO

SOD = Retain until superseded or obsolete, then destroy (*except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.*)

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.

NATURE/DESCRIPTION	DISPOSAL REMARKS	REFERENCE
<i>Policy</i>	Retain for 5 years , then P	
<i>Routine</i>	Retain for 4 years , then D	
<i>Others with specific retention and disposal requirements</i>		
(1) Audits, surveys, reviews, investigation reports and audit background documentation	Retain for 7 years , then D	
(2) Registers for internal control purposes (e.g. Surprise Inspection Book GF 377)	See item (4) in Appendix to Schedule 4	

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D = Destroy (*except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.*)

SOP = Retain until superseded or obsolete, then refer to GRS for appraisal by PRO

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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.

NATURE/ DESCRIPTION	DISPOSAL REMARKS	REFERENCE
<i>Policy</i>	Retain for 5 years , then P	
<i>Routine</i>	Retain for 3 years , then D	
<i>Others with specific retention and disposal requirements</i>		
(1) Cheque payment lists	See items (1) and (3) in Appendix to Schedule 4	SAIs 220 & 230 and Appendix II to AC No. 9/2005
(2) Spoiled cheques		
(a) original other than those relating to contract executed under seal	D 7 years after the end of the financial year in which the entry occurred	SAI 225(1)
(b) original in respect of contract executed under seal	D 13 years after completion of contract	SAI 225(2)
(3) Bank reconciliation		
(a) original other than those relating to contract executed under seal	D 7 years after the end of the financial year in which the entry occurred	SAI 225(1)
(b) original in respect of contract executed under seal	D 13 years after completion of contract	SAI 225(2)
(c) copies	D 2 years after the end of the financial year to which they apply	SAI 230

P = Refer to GRS for appraisal by PRO

D = Destroy (*except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.*)

SOP = Retain until superseded or obsolete, then refer to GRS for appraisal by PRO

SOD = Retain until superseded or obsolete, then destroy (*except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.*)

NATURE/ DESCRIPTION	DISPOSAL REMARKS	REFERENCE
(4) Bank statements	See items (2) and (3) in Appendix to Schedule 4	SAI 225(1) & (2)
(5) Cheques stubs		
(a) original other than those relating to contract executed under seal	D 7 years after the end of the financial year in which the entry occurred	SAI 225(1)
(b) original in respect of contract executed under seal	D 13 years after completion of contract	SAI 225(2)

P = Refer to GRS for appraisal by PRO

D = Destroy (*except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.*)

SOP = Retain until superseded or obsolete, then refer to GRS for appraisal by PRO

SOD = Retain until superseded or obsolete, then destroy (*except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.*)

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.

NATURE/DESCRIPTION	DISPOSAL REMARKS	REFERENCE
<i>Policy</i>	Retain for 5 years , then P	
<i>Routine</i>	Retain for 4 years , then D	
<i>Others with specific retention and disposal requirements</i>		
(1) Work and information copies of allocation, commitment, summaries and other related records (e.g. calculations of the Operating Expenditure Envelope with justifications and supporting documents, and bases for allocation of resources, etc.)	Retain for 5 years , then D	
(2) Financial management reports for budget control/monitoring purpose and for management information (e.g. financial management reports produced by Government Financial Management Information System (GFMIS))	See item (5) in Appendix to Schedule 4	

P = Refer to GRS for appraisal by PRO

D = Destroy (*except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.*)

SOP = Retain until superseded or obsolete, then refer to GRS for appraisal by PRO

SOD = Retain until superseded or obsolete, then destroy (*except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.*)

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 bureaux and departments.

NATURE/DESCRIPTION	DISPOSAL REMARKS	REFERENCE
<i>Policy</i>	Retain for 5 years , then P	
<i>Routine</i>	Retain for 3 years , then D	
<i>Others with specific retention and disposal requirements</i>		
<p>(1) Records relating to claims for employees' compensation</p> <p>(2) Applications for claims and records relating to processing of claims other than those in (1) above, including -</p> <p>(a) allowance claim forms</p> <p>(b) reimbursement claim forms</p>	<p>(i) D 7 years after officer has left the service; or</p> <p>(ii) D 12 months after resolution of any claim/appeal/complaint, whichever is the later.</p> <p>See items (2) and (3) in Appendix to Schedule 4</p>	<p>Annexes 5 & 10 to Encl. (1) of CSBC No. 13/2002</p> <p>SAIs 225 & 230 and Appendix II to AC No. 9/2005</p>

P = Refer to GRS for appraisal by PRO

D = Destroy (*except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.*)

SOP = Retain until superseded or obsolete, then refer to GRS for appraisal by PRO

SOD = Retain until superseded or obsolete, then destroy (*except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.*)

4-55 EXPENDITURE CONTROL

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

NATURE/DESCRIPTION	DISPOSAL REMARKS	REFERENCE
<i>Policy</i>	Retain for 5 years , then P	
<i>Routine</i>	Retain for 4 years , then D	
<i>Others with specific retention and disposal requirements</i>		
Financial management reports for budget control/monitoring purpose and for management information (e.g. financial management reports produced by GFMIS)	See item (5) in Appendix to Schedule 4	

P = Refer to GRS for appraisal by PRO

D = Destroy (*except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.*)

SOP = Retain until superseded or obsolete, then refer to GRS for appraisal by PRO

SOD = Retain until superseded or obsolete, then destroy (*except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.*)

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.

NATURE/DESCRIPTION	DISPOSAL REMARKS	REFERENCE
<i>Policy</i>	Retain for 5 years , then P	
<i>Routine</i>	Retain for 4 years , then D	
<i>Others with specific retention and disposal requirements</i>		
Items in Appendix to Schedule 4	See Appendix to Schedule 4	

Note: As advised by the Secretary for Financial Services and the Treasury, the retention period for routine records should be 4 years as fresh costing in respect of fees and charges should be conducted at least once every four years according to Financial Circular No. 6/2006 entitled "Fees and Charges".

P = Refer to GRS for appraisal by PRO

D = Destroy (*except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.*)

SOP = Retain until superseded or obsolete, then refer to GRS for appraisal by PRO

SOD = Retain until superseded or obsolete, then destroy (*except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.*)

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.

NATURE/DESCRIPTION	DISPOSAL REMARKS	REFERENCE
<i>Policy</i>	Retain for 5 years , then P	
<i>Routine</i>	Retain for 4 years , then D	
<i>Others with specific retention and disposal requirements</i>		
Items in Appendix to Schedule 4	See Appendix to Schedule 4	

P = Refer to GRS for appraisal by PRO

D = Destroy (*except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.*)

SOP = Retain until superseded or obsolete, then refer to GRS for appraisal by PRO

SOD = Retain until superseded or obsolete, then destroy (*except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.*)

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.

NATURE/DESCRIPTION	DISPOSAL REMARKS	REFERENCE
<i>Policy</i>	Retain for 5 years , then P	
<i>Routine</i>	Retain for 3 years , then D	
<i>Others with specific retention and disposal requirements</i>		
Items in Appendix to Schedule 4	See Appendix to Schedule 4	

P = Refer to GRS for appraisal by PRO

D = Destroy (*except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.*)

SOP = Retain until superseded or obsolete, then refer to GRS for appraisal by PRO

SOD = Retain until superseded or obsolete, then destroy (*except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.*)

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.

NATURE/DESCRIPTION	DISPOSAL REMARKS	REFERENCE
<i>Policy</i>	Retain for 5 years , then P	
<i>Routine</i>	Retain for 3 years , then D	
<i>Others with specific retention and disposal requirements</i>		
(1) Records relating to Civil Service Provident Fund (CSPF) and Mandatory Provident Fund (MPF) of civil servants including records on payment of the relevant income	(i) D 12 months after officer has left the service; or (ii) D 12 months after resolution of any claim/appeal/complaint, whichever is the later, subject to completion of a Record of Service (GF 115) and Notification of retirement/resignation (GF 539), if applicable.	Annex 5 to Encl. (1) of CSBC No. 13/2002
(2) Records relating to MPF of non-civil service contract staff / Government employees other than civil servants including records on payment of MPF relevant income	(i) D 12 months after officer has left the service; or (ii) D 12 months after resolution of any claim/complaint, whichever is the later. ^[Note]	Annex 10 to Encl. (1) of CSBC No. 13/2002

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SOP = Retain until superseded or obsolete, then refer to GRS for appraisal by PRO

SOD = Retain until superseded or obsolete, then destroy (*except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.*)

NATURE/DESCRIPTION	DISPOSAL REMARKS	REFERENCE
(3) Long service payment/severance payment records for non-civil service contract staff / Government employees other than civil servants	(i) D 12 months after officer has left the service; or (ii) D 12 months after resolution of any claim/complaint, whichever is the later. ^[Note]	Annex 10 to Encl. (1) of CSBC No. 13/2002
(4) Records of information included in the CSPF and MPF remittance statement	D 7 years after the date of the remittance statement disregarding whether the officer has left the service or not	Annexes 5 & 10 to Encl. (1) of CSBC No. 13/2002

Note : In accordance with paragraph 4.2.3 of the Code of Practice on Human Resource Management issued by the Privacy Commissioner for Personal Data in September 2000, an employer should not retain the personal data of a former employee for a period longer than 7 years from the date of termination of employment unless there is a subsisting reason that obliges the employer to retain the data for a longer period or the former employee has given prescribed consent for the data to be retained beyond 7 years.

P = Refer to GRS for appraisal by PRO

D = Destroy (except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.)

SOP = Retain until superseded or obsolete, then refer to GRS for appraisal by PRO

SOD = Retain until superseded or obsolete, then destroy (except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.)

4-80 RETURNS AND STATEMENTS

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

NATURE/DESCRIPTION	DISPOSAL REMARKS	REFERENCE
<i>Policy</i>	Retain for 5 years , then P	
<i>Routine</i>	Retain for 3 years , then D	
<i>Others with specific retention and disposal requirements</i>		
(1) Original accounting forms and records which provide details of and support to a prime entry in the books of accounts as detailed in SAI 220	See item (2) in Appendix to Schedule 4	SAI 225(1) & (2) and Appendix II to AC No. 9/2005
(2) Copies of (1) above	See item (3) in Appendix to Schedule 4	SAI 230 and Appendix II to AC No. 9/2005
(3) Bank Statements	See items (2) and (3) in Appendix to Schedule 4	SAI 225(1) & (2), 230 and Appendix II to AC No. 9/2005

P = Refer to GRS for appraisal by PRO

D = Destroy (*except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.*)

SOP = Retain until superseded or obsolete, then refer to GRS for appraisal by PRO

SOD = Retain until superseded or obsolete, then destroy (*except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.*)

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.

NATURE/DESCRIPTION	DISPOSAL REMARKS	REFERENCE
<p><i>Policy</i></p> <p>(1) Original salary records</p> <p>(2) Copies of (1) above</p>	<p>P 7 years after the end of the financial year in which the entry occurred</p> <p>D 2 years after the end of the relevant financial year to which they apply</p>	<p>SAI 225 (1) and Appendix II to AC No. 9/2005</p> <p>SAI 230 and Appendix II to AC No. 9/2005</p>
<p><i>Routine</i></p> <p>(1) Original salary records</p> <p>(2) Copies of (1) above</p>	<p>D 7 years after the end of the financial year in which the entry occurred</p> <p>D 2 years after the end of the relevant financial year to which they apply</p>	<p>SAI 225 (1) and Appendix II to AC No. 9/2005</p> <p>SAI 230 and Appendix II to AC No. 9/2005</p>

P = Refer to GRS for appraisal by PRO

D = Destroy (*except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.*)

SOP = Retain until superseded or obsolete, then refer to GRS for appraisal by PRO

SOD = Retain until superseded or obsolete, then destroy (*except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.*)

Appendix to Schedule 4**Retention and Disposal Requirements of
Records Common to Different Subject Groups in Schedule 4**

NATURE/DESCRIPTION	DISPOSAL REMARKS	REFERENCE
<p>(1) All books of accounts include but are not limited to the following -</p> <ul style="list-style-type: none"> • Cash book • Cheque payment list • Cheque register for manual receipt • Creditors ledger • Daily collection book • Debtors ledger • Deposit register • Fixed assets register • Imprest / sub- imprest cash book • Journal • Loan ledger • Payroll listing • Purchases day book • Refund register • Sales day book • Store ledger 	<p>D 7 years after the end of the financial year containing the last entry</p>	<p>SAI 220 and Appendix II to AC No. 9/2005</p>

P = Refer to GRS for appraisal by PRO

D = Destroy (*except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.*)

SOP = Retain until superseded or obsolete, then refer to GRS for appraisal by PRO

SOD = Retain until superseded or obsolete, then destroy (*except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.*)

NATURE/DESCRIPTION	DISPOSAL REMARKS	REFERENCE
<p>(2) Original accounting forms and records which provide details of and support to a prime entry in the books of accounts. These include but are not limited to the following -</p> <ul style="list-style-type: none"> • Allowance claim form • Bank statement • Bank pay-in slip • Cash register audit roll • Delivery note • Director of Accounting Services' Receipt for Bank Pay-in Slip (GF 37) • Invoice of Accounts Payable Module • Purchase Order • Reimbursement claim form • Remittance advice • Transfer Journal (GF 6, adjustment journal and cross-departmental journal) • Supplier's invoice <p>(a) Original other than those relating to contract executed under seal</p> <p>(b) Original in respect of contract executed under seal</p>	<p>D 7 years after the end of the financial year in which the entry occurred</p> <p>P 13 years after completion of the contract.</p>	<p>SAI 225 (1) and Appendix II to AC No. 9/2005</p> <p>SAI 225 (2) and Appendix II to AC No. 9/2005</p>

P = Refer to GRS for appraisal by PRO

D = Destroy (*except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.*)

SOP = Retain until superseded or obsolete, then refer to GRS for appraisal by PRO

SOD = Retain until superseded or obsolete, then destroy (*except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.*)

NATURE/DESCRIPTION	DISPOSAL REMARKS	REFERENCE
<p>(3) Copies of accounting forms and records include but are not limited to the following -</p> <p>(a) Copies of the accounting forms and records listed in items (1) - (2) above</p> <p>(b) Copies or stubs of demand notes issued</p> <p>(c) Copies or counterfoils of receipts issued -</p> <p>(i) Revenue receipt (including forms Try. 44 and Try. 44a)</p> <p>(ii) Certificate, ticket, licence and permit which are used as receipts</p>	<p>D 2 years after the end of the relevant financial year to which they apply</p>	<p>SAI 230 and Appendix II to AC No. 9/2005</p>
<p>(4) Registers for internal control purposes (e.g. Surprise Inspection Book GF 377)</p>	<p>(i) Retain according to specified departmental retention requirement, then D; or</p> <p>(ii) SOD if no departmental retention requirement has been specified.</p>	<p>Appendix II to AC No. 9/2005</p>
<p>(5) Financial management reports for budget control/monitoring purpose and for management information (e.g. financial management reports produced by GFMIS)</p>	<p>(i) Retain according to specified departmental retention requirement, then D; or</p> <p>(ii) SOD if no departmental retention requirement has been specified.</p>	<p>Appendix II to AC No. 9/2005</p>

P = Refer to GRS for appraisal by PRO

D = Destroy (*except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.*)

SOP = Retain until superseded or obsolete, then refer to GRS for appraisal by PRO

SOD = Retain until superseded or obsolete, then destroy (*except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.*)

SCHEDULE 5 - HUMAN RESOURCES

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.

Collection, holding, accuracy, use, security, retention, etc. of personal data are governed by the Personal Data (Privacy) Ordinance (PD(P)O)(Cap. 486) and the codes of practices issued by the Privacy Commissioner for Personal Data pursuant to the PD(P)O, notably the *Code of Practice on Human Resource Management* (the Code). The Code provides practical guidance to employers on how to handle personal data in performing human resource management functions and activities.

This schedule has incorporated retention periods of different types of records relating to employment-related personal data prescribed in the PD(P)O, the Code and Civil Service Bureau (CSB) circulars, notably CSB Circular No. 13/2002 entitled “*Personal Data (Privacy) Ordinance - Guidelines for Users of Employment-Related Personal Data in the Civil Service*”. As a matter of principle, it is incumbent on B/Ds to handle and dispose of employment-related personal data in compliance with the PD(P)O, the Code and relevant CSB circulars/guidelines. Specifically, B/Ds should comply with data protection principle 2 of PD(P)O which stipulates that **personal data should not be kept longer than necessary for the fulfillment of the purpose (including a directly related purpose) for which the data were to be used at the time of the collection of the data.** Officers in B/Ds dealing with records retention and disposal should familiarise themselves with the PD(P)O, the Code and relevant CSB circulars/guidelines.

To ensure that records with archival value are identified for permanent preservation, B/Ds should take reasonable steps to ensure that staff members are aware of the need to refer those personal records with potential archival value to the Government Records Service (GRS) for appraisal by the Public Records Office (PRO).

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**.

The retention and disposal requirements for common types of personal case records and staff statistical records across different subject groups are set out in **Appendix A** and **Appendix B** respectively. To facilitate users, **Appendix C** provides cross-references of types of employment-related personal data of civil servants and NCSC staff set out in Annexes 5 and 10 respectively to Enclosure 1 of CSB Circular No. 13/2002 to subject/records groups of Schedule 5 of the GARDS.

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.

NATURE/DESCRIPTION	DISPOSAL REMARKS	REFERENCE
<i>Policy</i>	Retain for 5 years , then P	
<i>Routine</i>	Retain for 3 years , then D	
<i>Others with specific retention and disposal requirements</i>		
(1) Records relating to claims for employees' compensation	(i) D 7 years after officer has left the service; or (ii) D 12 months after resolution of any claim/appeal/complaint, whichever is the later.	Annexes 5 & 10 to Encl. (1) of CSB Circular No. 13/2002
(2) Records relating to claims for employees' compensation in respect of occupational diseases	See item (2) under "Others with specific retention and disposal requirements" in 5-35 Health and Safety	
(3) Records relating to financial arrangements concerning claims	See 4-50 Claims	
(4) Staff statistical records	See Appendix B to Schedule 5	

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D = Destroy (*except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.*)

SOP = Retain until superseded or obsolete, then refer to GRS for appraisal by PRO

SOD = Retain until superseded or obsolete, then destroy (*except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.*)

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.

NATURE/DESCRIPTION	DISPOSAL REMARKS	REFERENCE
<i>Policy</i>	Retain for 5 years , then P	
<i>Routine</i>	Retain for 3 years , then D	
<i>Others with specific retention and disposal requirements</i>		
(1) In-service appointment board reports	(i) D 3 years after completion of the exercise; ^[Endnote 1 to Schedule 5] or (ii) D 12 months after resolution of any claim/appeal/complaint, whichever is the later.	Annex 5 to Encl. (1) of CSB Circular No. 13/2002
(2) In-service appointment board assessment sheets		Annex 5 to Encl. (1) of CSB Circular No. 13/2002 Annex to CSB Circular Memo No. 11/2010

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SOP = Retain until superseded or obsolete, then refer to GRS for appraisal by PRO

SOD = Retain until superseded or obsolete, then destroy (*except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.*)

NATURE/DESCRIPTION	DISPOSAL REMARKS	REFERENCE
(a) Successful applicants	(i) D 12 months after officer has left the service; or (ii) D 12 months after resolution of any claim/appeal/complaint, whichever is the later, subject to completion of Record of Service (GF 115). ^[Endnote 2 to Schedule 5]	
(b) Waitlisted applicants	(i) D 12 months after expiry of the waiting list; or (ii) D 12 months after resolution of any claim/appeal/complaint; or (iii) D 24 months after completion of the exercise, ^[Endnote 1 to Schedule 5] whichever is the later. ^[Endnote 3 to Schedule 5]	
(c) Unsuccessful applicants	(i) D 12 months after rejection of the candidate; or (ii) D 12 months after resolution of any claim/appeal/complaint; or (iii) D 24 months after completion of the exercise, ^[Endnote 1 to Schedule 5] whichever is the later. ^[Endnote 3 to Schedule 5]	

P = Refer to GRS for appraisal by PRO

D = Destroy (*except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.*)

SOP = Retain until superseded or obsolete, then refer to GRS for appraisal by PRO

SOD = Retain until superseded or obsolete, then destroy (*except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.*)

NATURE/DESCRIPTION	DISPOSAL REMARKS	REFERENCE
(3) Forms completed by and any related information of the candidates collected for the purposes of integrity checking, and financial status checking.	SOD ^[Endnote 4 to Schedule 5]	Paragraph 2.50 of the Guidebook on Appointments issued by CSB Note
(4) Documents relating to renewal of agreement, extension of service/agreement, or revision of terms concerning civil servants	(i) D 12 months after officer has left the service; or (ii) D 12 months after resolution of any claim/appeal/complaint, whichever is the later, subject to completion of Record of Service (GF 115). ^[Endnote 2 to Schedule 5]	Annex 5 to Encl. (1) of CSB Circular No. 13/2002
(5) Documents relating to renewal/extension of contract or revision of terms concerning non-civil service contract staff / government employees other than civil servants	(i) D 12 months after officer has left the service; or (ii) D 12 months after resolution of any claim/appeal/complaint, whichever is the later. ^[Endnote 2 to Schedule 5]	Note
(6) Records placed on individual personal files	See items (1) and (2) in Appendix A to Schedule 5	
(7) Staff statistical records	See Appendix B to Schedule 5	

Note: Advice given by the Secretary for the Civil Service vide her e-mail of 4 November 2011.

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D = Destroy (*except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.*)

SOP = Retain until superseded or obsolete, then refer to GRS for appraisal by PRO

SOD = Retain until superseded or obsolete, then destroy (*except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.*)

5-15 AWARDS AND HONOURS

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

NATURE/DESCRIPTION	DISPOSAL REMARKS	REFERENCE
<i>Policy</i>	Retain for 5 years , then P	
<i>Routine</i>	Retain for 3 years , then D	
<i>Others with specific retention and disposal requirements</i>		
(1) Records concerning decorations, medals, investitures and outstanding achievements to individuals	Retain for 3 years , then P	
(2) Records concerning in-house commendation and appreciation	Retain for 5 years , then D	
(3) Records placed on individual personal files	See items (1) and (2) in Appendix A to Schedule 5	
(4) Staff statistical records	See Appendix B to Schedule 5	

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SOP = Retain until superseded or obsolete, then refer to GRS for appraisal by PRO

SOD = Retain until superseded or obsolete, then destroy (*except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.*)

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.

NATURE/DESCRIPTION	DISPOSAL REMARKS	REFERENCE
<i>Policy</i>	Retain for 5 years , then P	
<i>Routine</i>	Retain for 3 years , then D	
<i>Others with specific retention and disposal requirements</i>		
(1) Disciplinary records and records relating to counselling and behavioural guidance concerning civil servants	(i) D 12 months after officer has left the service; or (ii) D 12 months after resolution of any claim/appeal/complaint, whichever is the later, subject to completion of Record of Service (GF 115). ^[Endnote 2 to Schedule 5]	Annex 5 to Encl. (1) of CSB Circular No. 13/2002
(2) Disciplinary records and records relating to counselling and behavioural guidance concerning non-civil service contract staff / government employees other than civil servants	(i) D 12 months after officer has left the service; or (ii) D 12 months after resolution of any claim/appeal/complaint, whichever is the later. ^[Endnote 2 to Schedule 5]	Note
(3) Records placed on individual personal files	See items (1) and (2) in Appendix A to Schedule 5	
(4) Declaration of investment	See item (9) in Appendix A to Schedule 5	

P = Refer to GRS for appraisal by PRO

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SOD = Retain until superseded or obsolete, then destroy (*except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.*)

NATURE/DESCRIPTION	DISPOSAL REMARKS	REFERENCE
(5) Application forms for post-retirement employment	See item (11) in Appendix A to Schedule 5	
(6) Staff statistical records	See Appendix B to Schedule 5	

Note: Advice given by the Secretary for the Civil Service vide her e-mail of 4 November 2011.

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SOP = Retain until superseded or obsolete, then refer to GRS for appraisal by PRO

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5-25 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.

NATURE/DESCRIPTION	DISPOSAL REMARKS	REFERENCE
<i>Policy</i>	Retain for 5 years , then P	
<i>Routine</i>	Retain for 3 years , then D	
<i>Others with specific retention and disposal requirements</i>		
(1) Vacancy circulars	SOD	
(2) Recruitment board reports	(i) D 2 years after completion of the exercise; ^[Endnote 1 to Schedule 5] or (ii) D 12 months after resolution of any claim/appeal/complaint, whichever is the later.	Annex 5 to Encl. (1) of CSB Circular No. 13/2002 Note
(3) Records (including application forms, examination score sheets, employer's references, personal references, medical examination reports, recruitment board assessment sheets and complaints related to job applicants) relating to -		Annexes 5 & 10 to Encl. (1) of CSB Circular No. 13/2002 Annex to CSB Circular Memo No. 11/2010
(a) Successful applicants	See items (1) and (2) in Appendix A to Schedule 5	Note

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SOP = Retain until superseded or obsolete, then refer to GRS for appraisal by PRO

SOD = Retain until superseded or obsolete, then destroy (*except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.*)

NATURE/DESCRIPTION	DISPOSAL REMARKS	REFERENCE
(b) Waitlisted applicants	(i) D 12 months after expiry of the waiting list; or (ii) D 12 months after resolution of any claim/appeal/complaint; or (iii) D 24 months after completion of the exercise, ^[Endnote 1 to Schedule 5] whichever is the later. ^[Endnote 3 to Schedule 5]	
(c) Unsuccessful applicants	(i) D 24 months after rejection of the candidate; or (ii) D 12 months after resolution of any claim/appeal/complaint; or (iii) D 24 months after completion of the exercise, ^[Endnote 1 to Schedule 5] whichever is the later. ^[Endnote 3 to Schedule 5]	
(4) Forms completed by candidates for integrity checking, financial status checking and any related information of the candidates	SOD ^[Endnote 4 to Schedule 5]	Paragraph 2.50 of the Guidebook on Appointments issued by CSB Note

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NATURE/DESCRIPTION	DISPOSAL REMARKS	REFERENCE
(5) Staff statistical records	See Appendix B to Schedule 5	

Note: Advice given by the Secretary for the Civil Service vide her e-mail of 4 November 2011.

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SOP = Retain until superseded or obsolete, then refer to GRS for appraisal by PRO

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5-28 EQUAL EMPLOYMENT OPPORTUNITY

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.

NATURE/DESCRIPTION	DISPOSAL REMARKS	REFERENCE
<i>Policy</i>	Retain for 5 years , then P	
<i>Routine</i>	Retain for 3 years , then D	
<i>Others with specific retention and disposal requirements</i>		
(1) Case records relating to complaints - (a) Staff complaints (i) Concerning civil servants (ii) Concerning non-civil service contract staff / government employees other than civil servants (b) Complaints related to job applicants other than (a) above	See item (5) (a) - (b) under “Others with specific retention and disposal requirements” in 5-75 Staff Relations - Appeals and Grievances See item (6) (a) - (b) under “Others with specific retention and disposal requirements” in 5-75 Staff Relations - Appeals and Grievances See item (3) under “Others with specific retention and disposal requirements” in 5-25 Recruitment	

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SOD = Retain until superseded or obsolete, then destroy (*except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.*)

NATURE/DESCRIPTION	DISPOSAL REMARKS	REFERENCE
(2) Records placed on individual personal files	See items (1) and (2) in Appendix A to Schedule 5	
(3) Staff statistical records	See Appendix B to Schedule 5	

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SOP = Retain until superseded or obsolete, then refer to GRS for appraisal by PRO

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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.

NATURE/DESCRIPTION	DISPOSAL REMARKS	REFERENCE
<i>Policy</i>	Retain for 5 years , then P	
<i>Routine</i>	Retain for 3 years , then D	
<i>Others with specific retention and disposal requirements</i>		
(1) Creation, variation or abolition of established positions	Retain for 5 years , then P	
(2) Organisational strategies, studies, analyses and reviews, and organisation charts	See 1-145 Organisation	
(3) Staff statistical records	See Appendix B to Schedule 5	

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SOP = Retain until superseded or obsolete, then refer to GRS for appraisal by PRO

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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.

NATURE/DESCRIPTION	DISPOSAL REMARKS	REFERENCE
<i>Policy</i>	Retain for 5 years , then P	
<i>Routine</i>	Retain for 3 years , then D	
<i>Others with specific retention and disposal requirements</i>		
(1) Records relating to complaints or objections to work environment/hazardous duties (a) Concerning civil servants (b) Concerning non-civil service contract staff / government employees other than civil servants	See item (1) (a) - (b) under “Others with specific retention and disposal requirements” in 5-75 Staff Relations - Appeals and Grievances See item (2) (a) - (b) under “Others with specific retention and disposal requirements” in 5-75 Staff Relations - Appeals and Grievances	
(2) Records relating to claims for employees’ compensation in respect of occupational diseases	(i) D 7 years after officer has left the service; or (ii) D 12 months after resolution of any claim/ appeal/complaint, whichever is the later.	Annexes 5 & 10 to Encl. (1) of CSB Circular No. 13/2002

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SOD = Retain until superseded or obsolete, then destroy (*except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.*)

NATURE/DESCRIPTION	DISPOSAL REMARKS	REFERENCE
(3) Case records relating to major investigations and reports on health and safety ^[Note]	Retain for 7 years , then P	
(4) Staff statistical records	See Appendix B to Schedule 5	

Note: Examples of major investigations and reports include situations where ad-hoc or select committee is set up for investigation, litigation is involved, affected staff suffering from occupational disease is no longer suitable for his/her original post, etc.

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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.

NATURE/DESCRIPTION	DISPOSAL REMARKS	REFERENCE
<i>Policy</i>	Retain for 5 years , then D	
<i>Routine</i>	Retain for 2 years , then D	
<i>Others with specific retention and disposal requirements</i>		
(1) Time sheets/logs and attendance books and diaries, etc.	See 4-85 Salaries	Note
(2) Records relating to financial arrangements for claiming overtime allowance	See items below in Schedule 4 - (i) item (1) under “Others with specific retention and disposal requirements” in 4-30 Allowances ; and (ii) item (2) under “Others with specific retention and disposal requirements” in 4-50 Claims	
(3) Staff statistical records	See Appendix B to Schedule 5	

Note: Advice given by the Director of Accounting Services vide her e-mails of 27 June 2011 and 24 November 2011.

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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.

NATURE/DESCRIPTION	DISPOSAL REMARKS	REFERENCE
<i>Policy</i>	Retain for 5 years , then P	
<i>Routine</i>	Retain for 3 years , then D	
<i>Others with specific retention and disposal requirements</i>		
(1) Records relating to posting policies and posting programmes	See 5-10 Appointments and Posting	Annex 5 to Encl. (1) of CSB Circular No. 13/2002
(2) Career development interview records	(i) D 12 months after officer has left the service; or (ii) D 12 months after resolution of any claim/appeal/complaint, whichever is the later, subject to completion of Record of Service (GF 115). ^[Endnote 2 to Schedule 5]	
(3) Records placed on individual personal files	See items (1) and (2) in Appendix A to Schedule 5	
(4) Staff statistical records	See Appendix B to Schedule 5	

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5-50 LEAVE AND AUTHORISED ABSENCE

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.

NATURE/DESCRIPTION	DISPOSAL REMARKS	REFERENCE
<i>Policy</i>	Retain for 5 years , then D	
<i>Routine</i>	Retain for 3 years , then D	
<i>Others with specific retention and disposal requirements</i>		
(1) Leave records (a) Records of civil servants except those specified in (c) below	(i) D 12 months after officer has left the service; or (ii) D 12 months after the issue of pension paper, if applicable; or (iii) D 12 months after resolution of any claim/appeal/complaint, whichever is the later, subject to completion of Record of Service (GF 115) and Notification of Retirement/Resignation (GF 539), if applicable. <small>[Endnote 2 to Schedule 5]</small>	Annex 5 to Encl. (1) of CSB Circular No. 13/2002

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NATURE/DESCRIPTION	DISPOSAL REMARKS	REFERENCE
<p>(b) Records of non-civil service contract staff / government employees other than civil servants, except those specified in (c) below</p> <p>(c) Records having implications on payment/ adjustment of salaries, such as those involving officers taking half-day or no-pay leave, officers who die in service, and new term officers whose leave will be encashed upon leaving the service</p> <p>(2) Records relating to the Electronic Leave Application and Processing System</p> <p>(3) Staff statistical records</p>	<p>(i) D 12 months after officer has left the service; or</p> <p>(ii) D 12 months after resolution of any claim/ complaint, whichever is the later. ^[Endnote 2 to Schedule 5]</p> <p>See 4-85 Salaries</p> <p>D after the expiry of the retention periods stipulated in relevant system manuals issued by the Civil Service Bureau.</p> <p>See Appendix B to Schedule 5</p>	<p>Annex 10 to Encl. (1) of CSB Circular No. 13/2002</p> <p>Note</p> <p>Note</p>

Note: Advice given by the Secretary for the Civil Service vide her e-mail of 4 November 2011.

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5-55 PERFORMANCE AND APPRAISAL

For records relating to policies, procedures and routine matters regarding staff performance and appraisals, including performance standards, reports and statistics, etc.

NATURE/DESCRIPTION	DISPOSAL REMARKS	REFERENCE
<i>Policy</i>	Retain for 5 years , then P	
<i>Routine</i>	Retain for 3 years , then D	
<i>Others with specific retention and disposal requirements</i>		
(1) Personal files	See items (1) and (2) in Appendix A to Schedule 5	
(2) Staff report files	See items (3) and (4) in Appendix A to Schedule 5	
(3) Staff statistical records	See Appendix B to Schedule 5	

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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.

NATURE/DESCRIPTION	DISPOSAL REMARKS	REFERENCE
<i>Policy</i>	Retain for 5 years , then P	
<i>Routine</i>	Retain for 3 years , then D	
<i>Others with specific retention and disposal requirements</i>		
(1) Promotion board reports	(i) D 3 years after completion of the exercise; or (ii) D 12 months after resolution of any claim/appeal/complaint, whichever is the later.	Annex 5 to Encl. (1) of CSB Circular No. 13/2002
(2) Promotion board assessment sheets of individuals	(i) D 12 months after officer has left the service; or (ii) D 12 months after resolution of any claim/appeal/complaint, whichever is the later, subject to completion of Record of Service (GF 115). ^[Endnote 2 to Schedule 5]	Annex 5 to Encl. (1) of CSB Circular No. 13/2002

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NATURE/DESCRIPTION	DISPOSAL REMARKS	REFERENCE
(3) Records relating to integrity checking and financial status checking	SOD ^[Endnote 4 to Schedule 5]	Paragraph 2.50 of the Guidebook on Appointments issued by CSB Note
(4) Staff statistical records	See Appendix B to Schedule 5	

Note: Advice given by the Secretary for the Civil Service vide her e-mail of 4 November 2011.

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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.

NATURE/DESCRIPTION	DISPOSAL REMARKS	REFERENCE
<i>Policy</i>	Retain for 5 years , then P	
<i>Routine</i>	Retain for 3 years , then D	
<i>Others with specific retention and disposal requirements</i>		
(1) Financial records relating to staff welfare funds	See items (2) and (3) in Appendix to Schedule 4	
(2) Staff statistical records	See Appendix B to Schedule 5	

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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.**

NATURE/DESCRIPTION	DISPOSAL REMARKS	REFERENCE
<i>Policy</i>	Retain for 5 years , then P	
<i>Routine</i>	Retain for 3 years , then D	
<i>Others with specific retention and disposal requirements</i>		
(1) Records relating to Departmental Consultative Committee	See 5-80 Staff Relations - Union	
(2) Records relating to industrial actions	See 5-80 Staff Relations - Union	
(3) Records relating to staff incentive programmes and evaluations	Retain for 3 years , then P	
(4) Records relating to staff suggestions	Retain for 3 years , then P	
(5) Records placed on individual personal files	See items (1) and (2) in Appendix A to Schedule 5	
(6) Staff statistical records	See Appendix B to Schedule 5	

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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.

NATURE/DESCRIPTION	DISPOSAL REMARKS	REFERENCE
<i>Policy</i>	Retain for 5 years , then P	
<i>Routine</i>	Retain for 3 years , then D	
<i>Others with specific retention and disposal requirements</i>		
(1) Records relating to staff complaints concerning civil servants		Annex 5 to Encl. (1) of CSB Circular No. 13/2002
(a) Cases not substantiated	(i) D 3 years after completion of investigation; or (ii) D 3 years after completion of any follow-up action or resolution of any appeal/ further complaint, whichever is the later.	
(b) Cases that are substantiated	(i) D 7 years after completion of any follow-up action; or (ii) D 7 years after resolution of any appeal/ further complaint, whichever is the later.	

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NATURE/DESCRIPTION	DISPOSAL REMARKS	REFERENCE
<p>(2) Records relating to staff complaints concerning non-civil service contract staff / government employees other than civil servants</p> <p>(a) Cases not substantiated</p> <p>(b) Cases that are substantiated</p>	<p>(i) D 3 years after completion of investigation; or</p> <p>(ii) D 3 years after completion of any follow-up action; or</p> <p>(iii) D 1 year after the employee has left the service subject to resolution of any appeal/ further complaint, whichever is the earlier.</p> <p>(i) D 7 years after completion of any follow-up action; or</p> <p>(ii) D 1 year after the employee has left the service subject to resolution of any appeal/ further complaint, whichever is the earlier.</p>	<p>Annex 10 to Encl. (1) of CSB Circular No. 13/2002</p> <p>Note 1</p>

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NATURE/DESCRIPTION	DISPOSAL REMARKS	REFERENCE
<p>(3) Records relating to sexual harassment complaints concerning civil servants</p> <p>(a) Complaints not upheld</p> <p>(b) Complaint upheld but there are insufficient grounds to take formal disciplinary action</p> <p>(c) Complaints upheld and subsequent formal disciplinary action is taken</p>	<p>(i) D 3 years after completion of investigation; or</p> <p>(ii) D 3 years after completion of any follow-up action or resolution of any appeal/ further complaint, whichever is the later.</p> <p>(i) D 7 years after completion of any follow-up action; or</p> <p>(ii) D 7 years after resolution of any claim/ appeal/further complaint, whichever is the later.</p> <p>See item (1) under “Others with specific retention and disposal requirements” in 5-20 Conduct and Discipline</p>	<p>Annex 5 to Encl. (1) of CSB Circular No. 13/2002</p>

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NATURE/DESCRIPTION	DISPOSAL REMARKS	REFERENCE
<p>(4) Records relating to sexual harassment complaints concerning non-civil service contract staff / government employees other than civil servants</p> <p>(a) Complaints not upheld</p> <p>(b) Complaint upheld but there are insufficient grounds to take formal disciplinary action</p> <p>(c) Complaints upheld and subsequent formal disciplinary action is taken</p>	<p>(i) D 3 years after completion of investigation; or</p> <p>(ii) D 3 years after completion of any follow-up action; or</p> <p>(iii) D 1 year after the employee has left the service subject to resolution of any appeal/ further complaint, whichever is the earlier.</p> <p>(i) D 7 years after completion of any follow-up action; or</p> <p>(ii) D 1 year after the employee has left the service subject to resolution of any appeal/ further complaint, whichever is the earlier.</p> <p>See item (2) under “Others with specific retention and disposal requirements” in 5-20 Conduct and Discipline</p>	<p>Annex 10 to Encl. (1) of CSB Circular No. 13/2002</p> <p>Note 2</p>

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NATURE/DESCRIPTION	DISPOSAL REMARKS	REFERENCE
<p>(5) Records relating to equal employment opportunity complaints concerning civil servants</p> <p>(a) Cases not substantiated</p> <p>(b) Cases that are substantiated</p>	<p>(i) D 3 years after completion of investigation; or</p> <p>(ii) D 3 years after completion of any follow-up action or resolution of any appeal/ further complaint, whichever is the later.</p> <p>(i) D 7 years after completion of any follow-up action; or</p> <p>(ii) D 7 years after resolution of any appeal/ further complaint, whichever is the later.</p>	<p>Annex 5 to Encl. (1) of CSB Circular No. 13/2002</p>
<p>(6) Records relating to equal employment opportunity complaints concerning non-civil service contract staff / government employees other than civil servants</p>		<p>Annex 10 to Encl. (1) of CSB Circular No. 13/2002</p> <p>Annex to CSB Circular Memo No. 11/2010</p> <p>Note 2</p>

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NATURE/DESCRIPTION	DISPOSAL REMARKS	REFERENCE
(a) Cases not substantiated	(i) D 3 years after completion of investigation; or (ii) D 3 years after completion of any follow-up action; or (iii) D 1 year after the employee has left the service subject to resolution of any appeal/ further complaint, whichever is the earlier, and in any case retain for not less than 24 months after completion of the recruitment exercise. <small>[Endnote 1 to Schedule 5]</small>	
(b) Cases that are substantiated	(i) D 7 years after completion of any follow-up action; or (ii) D 1 year after the employee has left the service subject to resolution of any appeal/ further complaint, whichever is the earlier, and in any case retain for not less than 24 months after completion of the recruitment exercise. <small>[Endnote 1 to Schedule 5]</small>	
(7) Records placed on individual personal files	See items (1) and (2) in Appendix A to Schedule 5	
(8) Staff statistical records	See Appendix B to Schedule 5	

P = Refer to GRS for appraisal by PRO

D = Destroy (*except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.*)

SOP = Retain until superseded or obsolete, then refer to GRS for appraisal by PRO

SOD = Retain until superseded or obsolete, then destroy (*except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.*)

Note 1: Advice given by the Secretary for the Civil Service vide her e-mail of 4 November 2011.

Note 2: Advice given by the Secretary for the Civil Service vide her e-mails of 4 November 2011 and 7 December 2011.

P = Refer to GRS for appraisal by PRO

D = Destroy (*except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.*)

SOP = Retain until superseded or obsolete, then refer to GRS for appraisal by PRO

SOD = Retain until superseded or obsolete, then destroy (*except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.*)

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.

NATURE/DESCRIPTION	DISPOSAL REMARKS	REFERENCE
<i>Policy</i>	Retain for 4 years , then P	
<i>Routine</i>	Retain for 3 years , then D	
<i>Others with specific retention and disposal requirements</i>		
(1) Records relating to complaints and appeals	Retain for 3 years , then P	
(2) Records relating to industrial actions	Retain for 3 years , then P	
(3) Staff statistical records	See Appendix B to Schedule 5	

P = Refer to GRS for appraisal by PRO

D = Destroy (*except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.*)

SOP = Retain until superseded or obsolete, then refer to GRS for appraisal by PRO

SOD = Retain until superseded or obsolete, then destroy (*except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.*)

5-85 STAFF SECURITY / INTEGRITY CHECK

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

NATURE/DESCRIPTION	DISPOSAL REMARKS	REFERENCE
<i>Policy</i>	Retain for 4 years , then P	
<i>Routine</i>	Retain for 3 years , then D	
<i>Others with specific retention and disposal requirements</i>		
(1) Records relating to integrity checking and financial status checking	SOD ^[Endnote 4 to Schedule 5]	Paragraph 2.50 of the Guidebook on Appointments issued by CSB Note
(2) Oaths of allegiance	SOD	
(3) Records placed on individual personal files	See item (12) in Appendix A to Schedule 5	
(4) Staff statistical records	See Appendix B to Schedule 5	

Note: Advice given by the Secretary for the Civil Service vide her e-mail of 4 November 2011.

P = Refer to GRS for appraisal by PRO

D = Destroy (*except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.*)

SOP = Retain until superseded or obsolete, then refer to GRS for appraisal by PRO

SOD = Retain until superseded or obsolete, then destroy (*except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.*)

5-90 TERMINATION OF SERVICE

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

NATURE/DESCRIPTION	DISPOSAL REMARKS	REFERENCE
<i>Policy</i>	Retain for 5 years , then P	
<i>Routine</i>	Retain for 3 years , then D	
<i>Others with specific retention and disposal requirements</i>		
(1) Declaration on leaving the service	D 5 years after officer has left the service	Annex 5 to Encl. (1) of CSB Circular No. 13/2002
(2) Records placed on individual personal files	See items (1) and (2) in Appendix A to Schedule 5	
(3) Records of Service (GF 115) and testimonials/references	See items (5) and (6) in Appendix A to Schedule 5	
(4) Staff statistical records	See Appendix B to Schedule 5	

P = Refer to GRS for appraisal by PRO

D = Destroy (*except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.*)

SOP = Retain until superseded or obsolete, then refer to GRS for appraisal by PRO

SOD = Retain until superseded or obsolete, then destroy (*except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.*)

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.

NATURE/DESCRIPTION	DISPOSAL REMARKS	REFERENCE
<i>Policy</i>	Retain for 5 years , then P	
<i>Routine</i>	Retain for 2 years , then D	
<i>Others with specific retention and disposal requirements</i>		
(1) Records relating to training courses unique to bureau/ department including programmes and brochures, training material and reviews, etc.	Retain for 4 years , then P	
(2) Training records of non-civil service contract staff / government employees other than civil servants	(i) D 12 months after officer has left the service; or (ii) D 12 months after resolution of any claim/ complaint, whichever is the later. ^[Endnote 2 to Schedule 5]	Annex 10 to Encl. (1) of CSB Circular No. 13/2002
(3) Records placed on individual personal files	See items (1) and (2) in Appendix A to Schedule 5	
(4) Staff statistical records	See Appendix B to Schedule 5	

P = Refer to GRS for appraisal by PRO

D = Destroy (*except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.*)

SOP = Retain until superseded or obsolete, then refer to GRS for appraisal by PRO

SOD = Retain until superseded or obsolete, then destroy (*except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.*)

Endnotes to Schedule 5

- Endnote 1: As advised by the Secretary for the Civil Service, completion, in relation to a recruitment process that falls within the meaning of a relevant process (under section 55(2)(b) of the Personal Data (Privacy) Ordinance (PD(P)O), Cap. 486), means the making of the determination on the suitability of job applicants for employment or appointment to office. According to section 55(1) of PD(P)O, personal data of the subject of a relevant process are exempt from the provisions of data protection principle 6 and section 18(1)(b) until the completion of that process.
- Endnote 2: Paragraph 4.2.3 of the Code stipulates that an employer should **not** retain the personal data of a former employee for a period longer than 7 years from the date the former employee ceases employment with the employer unless there is a subsisting reason that obliges the employer to retain the data for a longer period or the former employee has given prescribed consent for the data to be retained beyond 7 years.
- Endnote 3: Paragraph 2.10.1 of the Code stipulates that an employer who has a general policy of retaining personal data of an unsuccessful job applicant for future recruitment purposes should **not** retain such data beyond two years unless there is a subsisting reason that obliges the employer to retain the data for a longer period or the applicant has given prescribed consent for the data to be retained beyond two years.
- Endnote 4: Please note the following advice provided by the Secretary for the Civil Service relating to integrity and financial status checking -
- (a) Regarding Integrity Checking (including Appointment Checking, Normal Checking and Extended Checking) information, B/Ds are reminded to take appropriate steps to erase personal data held where the data are no longer required for the purpose for which the data were used.
 - (b) Regarding financial status checking, forms completed by candidates and any related information of the candidates should be destroyed as soon as the recruitment exercise is completed. Please also see Endnote 1 above.

Reference should be made to the Personal Data (Privacy) Ordinance, Guidebook on Appointments, CSB Circular No. 13/2002 and other instructions issued by CSB from time to time.

Endnote 5: Paragraph 9.4.1 of Enclosure 1 of CSB Circular No. 13/2002 stipulates that Heads of Departments/Grades should retain an officer's GF 115 for only 7 years from the date of his departure unless there is a subsisting reason that obliges the Government to retain the information for a longer period or unless the officer has given prescribed consent for the data to be retained beyond 7 years. Paragraph 9.4.2 of Enclosure 1 of CSB Circular No. 13/2002 stipulates that the Government Records Service Director has also reviewed the historical value of personal data as contained in GF 115s and advised that only factual personal data (Parts A to D of the revised form (Revised 8/2001)) are of historical interest. To facilitate the Public Records Office of GRS to obtain such personal data for permanent retention and archival purpose, Heads of Departments/Grades are advised to seek prescribed consent from outgoing officers for such purposes.

Appendix A to Schedule 5**Retention and Disposal Requirements for
Personal Case Records**

Records dealing with individual staff members include personal particulars, medical reports, previous employer's references, integrity checking results, employment history, disciplinary records, declarations of investment, notifications of retirement/resignation and applications for post-retirement employment, etc. Most of these records are filed on personal files and/or staff report files as appropriate according to CSB's instructions and guidelines.

NATURE/DESCRIPTION	DISPOSAL REMARKS	REFERENCE
<p>(1) Personal files for civil servants</p> <p>(a) Files of officers who have reached the level of Head of bureau/department or hold a statutory position or are appointed by the Chief Executive</p>	<p>Retain in bureaux/ departments for -</p> <p>(i) 12 months after officer has left the service; or</p> <p>(ii) 12 months after the issue of pension paper, if applicable; or</p> <p>(iii) 12 months after resolution of any claim/ appeal/complaint,</p> <p>whichever is the later, subject to completion of Record of Service (GF 115) and Notification of Retirement/ Resignation (GF 539) if applicable, then P. ^[Endnote 2 to Schedule 5]</p>	<p>Annex 5 to Encl. (1) of CSB Circular No. 13/2002</p>

P = Refer to GRS for appraisal by PRO

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SOP = Retain until superseded or obsolete, then refer to GRS for appraisal by PRO

SOD = Retain until superseded or obsolete, then destroy (*except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.*)

NATURE/DESCRIPTION	DISPOSAL REMARKS	REFERENCE
<p>(b) Files of officers other than (a) above</p> <p>(2) Personal files for non-civil service contract staff / government employees other than civil servants</p> <p>(a) Files of officers who have reached the level of Head of bureau/department or hold a statutory position or are appointed by the Chief Executive</p>	<p>Retain in bureaux/ departments for -</p> <p>(i) 12 months after officer has left the service; or</p> <p>(ii) 12 months after the issue of pension paper, if applicable; or</p> <p>(iii) 12 months after resolution of any claim/ appeal/complaint,</p> <p>whichever is the later, subject to completion of Record of Service (GF 115) and Notification of Retirement/ Resignation (GF 539) if applicable, then D. ^[Endnote 2 to Schedule 5]</p> <p>Retain in bureaux/ departments for -</p> <p>(i) 12 months after officer has left the service; or</p> <p>(ii) 12 months after resolution of any claim/ complaint,</p> <p>whichever is the later, then P. ^[Endnote 2 to Schedule 5]</p>	<p>Annex 10 to Encl. (1) of CSB Circular No. 13/2002</p>

P = Refer to GRS for appraisal by PRO

D = Destroy (*except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.*)

SOP = Retain until superseded or obsolete, then refer to GRS for appraisal by PRO

SOD = Retain until superseded or obsolete, then destroy (*except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.*)

NATURE/DESCRIPTION	DISPOSAL REMARKS	REFERENCE
(b) Files of officers other than (a) above	Retain in bureaux/ departments for - (i) 12 months after officer has left the service; or (ii) 12 months after resolution of any claim/complaint, whichever is the later, then D. [Endnote 2 to Schedule 5]	
(3) Staff report files for civil servants (a) Files of officers who have reached the level of Head of bureau/department or hold a statutory position or are appointed by the Chief Executive	Retain in bureaux/ departments for - (i) 12 months after officer has left the service; or (ii) 12 months after resolution of any claim/appeal/ complaint, whichever is the later, subject to completion of Record of Service (GF 115), then P. [Endnote 2 to Schedule 5]	CSR 239 (3)(a) and Annex 5 to Encl. (1) of CSB Circular No. 13/2002
(b) Files of officers other than (a) above	Retain in bureaux/ departments for - (i) 12 months after officer has left the service; or (ii) 12 months after resolution of any claim/appeal/ complaint, whichever is the later, subject to completion of Record of Service (GF 115), then D. [Endnote 2 to Schedule 5]	

P = Refer to GRS for appraisal by PRO

D = Destroy (*except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.*)

SOP = Retain until superseded or obsolete, then refer to GRS for appraisal by PRO

SOD = Retain until superseded or obsolete, then destroy (*except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.*)

NATURE/DESCRIPTION	DISPOSAL REMARKS	REFERENCE
<p>(4) Performance appraisal for non-civil service contract staff / government employees other than civil servants</p> <p>(a) Files of officers who have reached the level of Head of bureau/department or hold a statutory position or are appointed by the Chief Executive</p> <p>(b) Files of officers other than (a) above</p>	<p>Retain in bureaux/ departments for -</p> <p>(i) 12 months after officer has left the service; or</p> <p>(ii) 12 months after resolution of any claim/complaint, whichever is the later, then P. [Endnote 2 to Schedule 5]</p> <p>Retain in bureaux/ departments for -</p> <p>(i) 12 months after officer has left the service; or</p> <p>(ii) 12 months after resolution of any claim/complaint, whichever is the later, then D. [Endnote 2 to Schedule 5]</p>	<p>Annex 10 to Encl. (1) of CSB Circular No. 13/2002</p>
<p>(5) Record of Service (GF 115)</p>	<p>Retain in bureaux/ departments for 7 years after officer has left the service, then P. [Endnotes 2 and 5 to Schedule 5]</p>	<p>CSR 239 (3)(a) and Annex 5 to Encl. (1) of CSB Circular No. 13/2002</p>
<p>(6) Testimonial/reference for -</p> <p>(a) Civil servants</p> <p>(b) Non-civil service contract staff / government employees other than civil servants</p>	<p>D 7 years after officer has left the service</p> <p>D 2 years after officer has left the service</p>	<p>Annexes 5 & 10 to Encl. (1) of CSB Circular No. 13/2002</p>

P = Refer to GRS for appraisal by PRO

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SOD = Retain until superseded or obsolete, then destroy (except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.)

NATURE/DESCRIPTION	DISPOSAL REMARKS	REFERENCE
(7) Staff records cards	(i) D 12 months after officer has left the service; or (ii) D 12 months after the issue of pension paper, if applicable; or (iii) D 12 months after resolution of any claim/appeal/complaint, whichever is the later, subject to completion of Record of Service (GF 115) and Notification of Retirement/Resignation (GF 539), if applicable. <small>[Endnote 2 to Schedule 5]</small>	Annex 5 to Encl. (1) of CSB Circular No. 13/2002
(8) Personal particular forms (a) Forms for civil servants	(i) D 12 months after officer has left the service; or (ii) D 12 months after the issue of pension paper, if applicable; or (iii) D 12 months after resolution of any claim/appeal/complaint, whichever is the later, subject to completion of Record of Service (GF 115) and Notification of Retirement/Resignation (GF 539), if applicable. <small>[Endnote 2 to Schedule 5]</small>	Annex 5 to Encl. (1) of CSB Circular No. 13/2002

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D = Destroy (*except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.*)

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SOD = Retain until superseded or obsolete, then destroy (*except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.*)

NATURE/DESCRIPTION	DISPOSAL REMARKS	REFERENCE
(b) Forms for serving non-civil service contract staff / government employees other than civil servants	(i) D 12 months after officer has left the service; or (ii) D 12 months after resolution of any claim/ complaint, whichever is the later. ^[Endnote 2 to Schedule 5]	Annex 10 to Encl. (1) of CSB Circular No. 13/2002
(9) Declaration of investment ^[Note 1]	D 5 years after officer has left the service	Annex 5 to Encl. (1) of CSB Circular No. 13/2002
(10) Declaration on leaving the service	D 5 years after officer has left the service	Annex 5 to Encl. (1) of CSB Circular No. 13/2002 Note 2
(11) Application forms for post-retirement employment	(i) D 12 months after the expiry of the period within which the former officer is required to seek permission for taking up post-retirement/ post-agreement employment; or (ii) D 12 months after resolution of any claim/ appeal/complaint, whichever is the later.	Annex 5 to Encl. (1) of CSB Circular No. 13/2002
(12) Integrity checking results	SOD ^[Endnote 4 to Schedule 5]	Note 3

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SOD = Retain until superseded or obsolete, then destroy (*except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.*)

NATURE/DESCRIPTION	DISPOSAL REMARKS	REFERENCE
<p>(13) Personal correspondence - work-related personal correspondence of Heads of bureaux/departments, or of those who hold a statutory position, or those appointed by the Chief Executive</p> <p>(14) Records relating to other evaluative personal data not specifically set out in Annexes 5 and 10 to Encl. (1) of CSB Circular No. 13/2002</p> <p>(a) Records of civil servants</p> <p>(b) Records of serving non-civil service contract staff / government employees other than civil servants</p> <p>(15) Records relating to other personal data not covered in (1) to (14) above, e.g. Certificates of Service (GF 7).</p>	<p>P after the officer has left the post for 4 years</p> <p>(i) D 12 months after officer has left the service; or</p> <p>(ii) D 12 months after resolution of any claim/appeal/complaint, whichever is the later, subject to completion of Record of Service (GF 115). ^[Endnote 2 to Schedule 5]</p> <p>(i) D 12 months after officer has left the service; or</p> <p>(ii) D 12 months after resolution of any claim/complaint, whichever is the later. ^[Endnote 2 to Schedule 5]</p> <p>SOD</p>	<p>Annex 5 to Encl. (1) of CSB Circular No. 13/2002</p> <p>Annex 10 to Encl. (1) of CSB Circular No. 13/2002</p>

P = Refer to GRS for appraisal by PRO

D = Destroy (except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.)

SOP = Retain until superseded or obsolete, then refer to GRS for appraisal by PRO

SOD = Retain until superseded or obsolete, then destroy (except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.)

Note 1: As advised by the Secretary for the Civil Service, paragraph 6 of CSB Circular No. 8/2006 sets out that all references to posts mentioned in the Circular refer to civil service posts or positions held by staff on non-civil service terms. Hence, the retention and disposal of records on declaration of investment filed by the designated civil servants (e.g. civil servants holding Tiers I & II posts as defined in CSB Circular No. 8/2006) and officers on non-civil service terms are the same.

Note 2: Advice given by the Secretary for the Civil Service vide her e-mail of 21 November 2011.

Note 3: Advice given by the Secretary for the Civil Service vide her e-mail of 4 November 2011.

Appendix B to Schedule 5**Retention and Disposal Requirements for
Staff Statistical Records Common to Different Subject Groups in Schedule 5**

Staff statistical records include consolidated survey results or statistics relating to staff or those records received from other bureaux and departments.

NATURE/DESCRIPTION	DISPOSAL REMARKS
<i>Policy</i>	Retain for 5 years , then P
<i>Routine</i>	Retain for 3 years , then P

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Appendix C to Schedule 5

**Cross-references of Types of Employment-related Personal Data of
Civil Servants and NCSC Staff set out in Annexes 5 and 10 respectively to
Enclosure 1 of CSB Circular No. 13/2002 to
Subject/Records Groups of Schedule 5 of the GARDS**

Note: The following tables provide cross-references of the specific types of employment-related personal data set out in Annexes 5 and 10 respectively to Enclosure 1 of CSB Circular No. 13/2002 to the subject/records groups of Schedule 5 of the GARDS. Other specified retention and disposal requirements of human resources records as advised by CSB for the purpose of updating Schedule 5 have not been cross referenced to in the tables.

(A) Employment-related Personal Data of Civil Servants

(based on Annex 5 to Enclosure 1 of CSB Circular No. 13/2002)

* *“Others” denotes the records group “Others with specific retention and disposal requirements”*

Data Subject	Types of Personal Data	Subject Groups/Appendix in the GARDS		Item No. in Records Group “Others”*/ Appendix
Applicant for appointment	Factual Data			
	Application forms	5-25	Recruitment	(3) (a) - (c)
	Evaluative Data			
	Examination score sheets	5-25	Recruitment	(3) (a) - (c)
	Employer’s reference	5-25	Recruitment	(3) (a) - (c)
	Personal reference	5-25	Recruitment	(3) (a) - (c)
	Medical examination reports	5-25	Recruitment	(3) (a) - (c)
	Recruitment board assessment sheets	5-25	Recruitment	(3) (a) - (c)
	Recruitment board reports	5-25	Recruitment	(2)

Data Subject	Types of Personal Data	Subject Groups/Appendix in the GARDS		Item No. in Records Group "Others"*/ Appendix
Serving officer and former civil servant	Factual Data			
	Personal files	Appendix A to Schedule 5		(1) (a) - (b)
	Leave records	5-50	Leave and Authorised Absence	(1) (a)
	Staff record cards	Appendix A to Schedule 5		(7)
	Personal particular forms	Appendix A to Schedule 5		(8) (a)
	Mandatory Provident Fund (MPF) employment records	4-75	Pension	(1)
	Records on payment of MPF relevant income	4-75	Pension	(1)
	Declaration of investment	Appendix A to Schedule 5		(9)
	Declaration on leaving the service	5-90	Termination of Service	(1)
		Appendix A to Schedule 5		(10)
	Application forms for post-retirement employment	Appendix A to Schedule 5		(11)
	Records of information included in the MPF remittance statement	4-75	Pension	(4)
	Documents relating to claims for employees' compensation	5-5	Accidents and Injuries	(1)
5-35		Health and Safety	(2)	

Data Subject	Types of Personal Data	Subject Groups/Appendix in the GARDS		Item No. in Records Group "Others"*/ Appendix
Serving officer and former civil servant	Evaluative Data			
	Staff report files	Appendix A to Schedule 5		(3) (a) - (b)
	Promotion board assessment sheets	5-60	Promotions and Examinations	(2)
	In-service appointment board assessment sheets	5-10	Appointments and Postings	(2)
	Career development interview records	5-45	Human Resources Planning	(2)
	Disciplinary records	5-20	Conduct and Discipline	(1)
	Documents relating to renewal of agreement, extension of service/agreement or revision of terms	5-10	Appointments and Postings	(4)
	Other evaluative personal data	Appendix A to Schedule 5		(14) (a)
	Staff Complaints - (a) cases not substantiated (b) case that are substantiated	5-75	Staff Relations - Appeals and Grievances	(1) (a) - (b) (5) (a) - (b)

Data Subject	Types of Personal Data	Subject Groups/Appendix in the GARDS		Item No. in Records Group "Others"*/ Appendix
Serving officer and former civil servant	Sexual Harassment Complaints - (a) complaints not upheld (b) complaints upheld but there are insufficient grounds to take formal disciplinary action	5-75	Staff Relations - Appeals and Grievances	(3) (a) - (c)
	Promotion board reports	5-60	Promotions and Examinations	(1)
	In-service appointment board reports	5-10	Appointments and Posting	(1)
	Testimonial	Appendix A to Schedule 5		(6) (a)
	Record of Service (GF 115)	Appendix A to Schedule 5		(5)

(B) Employment-related Personal Data of Non-Civil Service Contract Staff / Government Employees other than Civil Servants

(based on Annex 10 to Enclosure 1 of CSB Circular No. 13/2002)

**“Others” denotes the records group “Others with specific retention and disposal requirements”*

Data Subject	Types of Personal Data	Subject Group/Appendix in the GARDS		Item No. in Records Group “Others”*/ Appendix
Applicant for appointment	Factual Data			
	Application forms/ application letter for employment (e.g. GF 340)	5-25	Recruitment	(3) (a) - (c)
	Evaluative Data			
	Examination score sheets	5-25	Recruitment	(3) (a) - (c)
	Employer’s reference	5-25	Recruitment	(3) (a) - (c)
	Personal reference	5-25	Recruitment	(3) (a) - (c)
	Recruitment board assessment sheets	5-25	Recruitment	(3) (a) - (c)
	Medical examination reports	5-25	Recruitment	(3) (a) - (c)

Data Subject	Types of Personal Data	Subject Group/Appendix in the GARDS		Item No. in Records Group "Others"*/ Appendix
Serving employee	Factual Data			
	Leave records	5-50	Leave and Authorised Absence	(1) (b)
	Personal particular forms	Appendix A to Schedule 5		(8) (b)
	Mandatory Provident Fund (MPF) employment records	4-75	Pension	(2)
	Records on payment of MPF relevant income	4-75	Pension	(2)
	Long service payment/severance payment records	4-75	Pension	(3)
	Training records	5-95	Training and Development	(2)
	Personal files	Appendix A to Schedule 5		(2) (a) - (b)
	Records of information included in the MPF remittance statement	4-75	Pension	(4)
	Documents relating to claims for employees' compensation	5-5	Accidents and Injuries	(1)
5-35		Health and Safety	(2)	

Data Subject	Types of Personal Data	Subject Group/Appendix in the GARDS		Item No. in Records Group "Others"*/ Appendix
Serving employee	Evaluative Data			
	Staff Complaints - (a) cases not substantiated (b) case that are substantiated	5-75	Staff Relations - Appeals and Grievances	(2) (a) - (b) (6) (a) - (b)
	Sexual Harassment Complaints - (a) complaints not upheld (b) complaints upheld but there are insufficient grounds to take formal disciplinary action	5-75	Staff Relations - Appeals and Grievances	(4) (a) - (b)
	Performance appraisal	Appendix A to Schedule 5		(4) (a) - (b)
	Other evaluative personal data	Appendix A to Schedule 5		(14) (b)
Former employee	Evaluative Data			
	Testimonial/reference	Appendix A to Schedule 5		(6) (b)

SCHEDULE 6 - MANAGEMENT OF INFORMATION, INFORMATION SERVICES AND INFORMATION TECHNOLOGY

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, 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.

NATURE/DESCRIPTION	DISPOSAL REMARKS	REFERENCE
<i>Policy</i>	Retain for 5 years , then P	
<i>Routine</i>	Retain for 2 years , then D	
<i>Others with specific retention and disposal requirements</i>		
(1) Particulars entered in the log book pursuant to section 27 of the Personal Data (Privacy) Ordinance (PD(P)O) (Cap. 486) documenting decisions on refusal of requests for access to or correction of personal data	D 4 years after the day on which the particulars were entered in the log book ^[Note]	Section 27 of PD(P)O
(2) Records relating to requests for access to records pursuant to legislations other than PD(P)O	Retain for 2 years , then D , unless otherwise specified in the relevant legislation	
(3) Records relating to requests for access to information pursuant to the Code on Access to Information	Retain for 4 years , then D	

Note: Collection, holding, accuracy, use, security, retention, etc. of personal data are governed by the Personal Data (Privacy) Ordinance (PD(P)O) (Cap. 486) and the codes of practices issued by the Privacy Commissioner for Personal Data (PCPD) pursuant to the PD(P)O. As a matter of principle, it is incumbent on government bureaux and departments to handle and dispose of records containing personal data in compliance with the PD(P)O and the codes of practices issued by PCPD. On erasure of personal data that are no

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D = Destroy (*except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.*)

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SOD = Retain until superseded or obsolete, then destroy (*except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.*)

longer required for the purpose for which they were used, PCPD issued a guidance note entitled “Guidance on Personal Data Erasure and Anonymisation” in December 2011. It is accessible at http://www.pcpd.org.hk/english/publications/files/erasure_e.pdf. Bureaux and departments should adhere to this guidance note or any updated version of the guidance note in future to properly erase personal data that are no longer required for the purpose for which they were used.

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SOP = Retain until superseded or obsolete, then refer to GRS for appraisal by PRO
SOD = Retain until superseded or obsolete, then destroy (*except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.*)

6-10 ARCHIVES

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

NATURE/DESCRIPTION	DISPOSAL REMARKS	REFERENCE
<i>Policy</i>	Retain for 5 years , then P	
<i>Routine</i>	Retain for 3 years , then D	
<i>Others with specific retention and disposal requirements</i>		
(1) Records transfer lists to PRO	Retain permanently in bureau or department which created and/or transferred the records	
(2) Records relating to administrative history of bureaux and departments	See 1-105 Historical Matters	

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6-15 INFORMATION TECHNOLOGY AND COMPUTER SYSTEMS

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.

NATURE/DESCRIPTION	DISPOSAL REMARKS	REFERENCE
<i>Policy</i>	Retain for 5 years , then P	
<i>Routine</i>	Retain for 3 years , then D	
<i>Others with specific retention and disposal requirements</i>		
(1) Reports and papers of committees and working groups (2) Records relating to system development and implementation as follows - (a) Systems containing records to be transferred to PRO for permanent retention (i) Data File Description ^[Note 1] , and (ii) Program Specification ^[Note 2] / Programs ^[Note 3]	Retain for 5 years , then P SOP	

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NATURE/DESCRIPTION	DISPOSAL REMARKS	REFERENCE
(b) Systems other than (a) <ul style="list-style-type: none"> (i) Data File Description; and (ii) Program Specification/ Programs 	SOD	
(3) Records relating to system development and implementation not covered in (2) above	SOD	
(4) Records relating to system operation procedures, guidelines, instructions and manuals as follows -		
(a) Systems containing records to be transferred to PRO for permanent retention <ul style="list-style-type: none"> (i) System Manual ^[Note 4]; (ii) Program Manual ^[Note 5]; (iii) Data Manual ^[Note 6]; (iv) Application Operation Manual ^[Note 7]; (v) Application User Manual ^[Note 8]; (vi) Computer Operating Procedures Manual ^[Note 9]; and (vii) Converted Data ^[Note 10] 	SOP	

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SOP = Retain until superseded or obsolete, then refer to GRS for appraisal by PRO

SOD = Retain until superseded or obsolete, then destroy (*except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.*)

NATURE/DESCRIPTION	DISPOSAL REMARKS	REFERENCE
(b) Systems other than (a) <ul style="list-style-type: none"> (i) System Manual; (ii) Program Manual; (iii) Data Manual; (iv) Application Operation Manual; (v) Application User Manual; (vi) Computer Operating Procedures Manual; and (vii) Converted Data 	SOD	
(5) Records relating to system operation procedures, guidelines, instructions and manuals not covered in (4) above	SOD	
(6) Records relating to procurement and maintenance of computer equipment, supplies and related services	See 3-30 Computer Equipment and Supplies	
(7) Records relating to emergency planning or disaster recovery planning for computer systems	See 1-90 Emergency Planning	

Note 1: Product ID T311 as set out in OGCIO's Repertoire of Product Description (G58) or equivalent

Note 2: Product ID T312 as set out in G58 or equivalent

Note 3: Product ID T321 as set out in G58 or equivalent

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Note 4: Product ID T351 as set out in G58 or equivalent

Note 5: Product ID T352 as set out in G58 or equivalent

Note 6: Product ID T353 as set out in G58 or equivalent

Note 7: Product ID T354 as set out in G58 or equivalent

Note 8: Product ID T355 as set out in G58 or equivalent

Note 9: Product ID T356 as set out in G58 or equivalent

Note 10: Product ID T358 as set out in G58 or equivalent

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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.**

NATURE/DESCRIPTION	DISPOSAL REMARKS	REFERENCE
<i>Policy</i>	Retain for 5 years , then P	
<i>Routine</i>	Retain for 3 years , then D	
<i>Others with specific retention and disposal requirements</i>		
(1) Records relating to commendations or complaints relating to information services provided by bureaux and departments	Retain for 2 years , then D	
(2) Files created for biographies/ notes of personalities for publicity and information purposes	Retain for 3 years , then P	
(3) Speeches, lectures, performances and presentations	Retain for 2 years , then D	

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6-25 INFORMATION SERVICES - ADVERTISING

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

NATURE/DESCRIPTION	DISPOSAL REMARKS	REFERENCE
<i>Policy</i>	Retain for 5 years , then P	
<i>Routine</i>	Retain for 3 years , then D	
<i>Others with specific retention and disposal requirements</i>		
(1) Publicity materials (including pamphlets, posters, photographs, film/video cassettes and other audiovisual materials, etc.) relating to the mission, visions, functions, activities, etc. of bureaux and departments	SOP	
(2) Press cuttings	See 6-45 Information Services - Press Clippings	

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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.

NATURE/DESCRIPTION	DISPOSAL REMARKS	REFERENCE
<i>Policy</i>	Retain for 5 years , then P	
<i>Routine</i>	Retain for 3 years , then D	
<i>Others with specific retention and disposal requirements</i>		
(1) Master copy of photographic/ audiovisual records with scripts	Retain for 5 years , then P	

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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^[Note 1] produced by government bureaux and departments **not covered by other subject groups in these schedules.**

NATURE/DESCRIPTION	DISPOSAL REMARKS	REFERENCE
<i>Policy</i>	Retain for 5 years , then P	
<i>Routine</i>	Retain for 3 years , then D	
<i>Others with specific retention and disposal requirements</i>		
(1) Drafts, comments and related working papers for major publications of bureaux and departments ^[Note 2]	Retain for 3 years , then P	
(2) Requests for copies	D after action completed	
(3) Telephone directories	SOD	
(4) Mailing lists and addresses	SOD	
(5) Printing Orders (GF 3 and GF 3A)	See Item (1) under “Others with specific retention and disposal requirements” in 3-50 Printing	

Note 1: In accordance with General Circular No. 1/2001 entitled “Establishment of The Central Preservation Library for Government Publications”, bureaux and departments should forward one copy of their publication/printed material to the Central Preservation Library for Government Publications of the Government Records Service for selection for preservation. Bureaux and departments should note that stocks of publications are non-records falling beyond the scope of the GARDS.

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D = Destroy (*except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.*)

SOP = Retain until superseded or obsolete, then refer to GRS for appraisal by PRO

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Note 2: Examples of major publications include annual reports, histories, anniversary publications, reports of investigations/surveys, series publications on topics of public interests, etc.

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SOP = Retain until superseded or obsolete, then refer to GRS for appraisal by PRO

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6-40 INFORMATION SERVICES - EXHIBITIONS

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

NATURE/DESCRIPTION	DISPOSAL REMARKS	REFERENCE
<i>Policy</i>	Retain for 5 years , then P	
<i>Routine</i>	Retain for 3 years , then D	

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6-45 INFORMATION SERVICES - PRESS CLIPPINGS

For records relating to policies, procedures and routine matters regarding the administration of press cuttings of government bureaux or departments.

NATURE/DESCRIPTION	DISPOSAL REMARKS	REFERENCE
<i>Policy</i>	Retain for 5 years , then P	
<i>Routine</i>	Retain for 3 years , then P	

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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.

NATURE/DESCRIPTION	DISPOSAL REMARKS	REFERENCE
<i>Policy</i>	Retain for 5 years , then P	
<i>Routine</i>	Retain for 3 years , then D	

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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 ^[Note 1] and supplies.

NATURE/DESCRIPTION	DISPOSAL REMARKS	REFERENCE
<i>Policy</i>	Retain for 5 years , then P	
<i>Routine</i>	Retain for 2 years , then D	
<i>Others with specific retention and disposal requirements</i>		
(1) Accession Registers (GF 39)	See item (2) in Appendix to Schedule 3	Note 2
(2) Collection inventory and records relating to the classification and organisation of library materials	SOP	
(3) Loan registers	Retain for 1 year after return of items and completion of all recorded loan transactions, then D	

Note 1: In accordance with General Circular No. 1/2001 entitled "Establishment of The Central Preservation Library for Government Publications", bureaux and departments should consult the Central Preservation Library for Government Publications of the Government Records Service when they intend to dispose of any of their library material. Bureaux and departments should note that library and museum materials acquired solely for reference

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or exhibition purposes are non-records falling beyond the scope of the GARDS.

Note 2: As advised by the Director of Government Logistics, the retention and disposal requirement of accession register (GF 39) should comply with the requirement set out in SPR 635.

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6-60 INFORMATION MANAGEMENT AND RECORDS MANAGEMENT

For records relating to policies, procedures and routine matters regarding information management, records management and knowledge management practised by government bureaux and departments 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.

NATURE/DESCRIPTION	DISPOSAL REMARKS	REFERENCE
<i>Policy</i>	Retain for 5 years , then P	
<i>Routine</i>	Retain for 3 years , then D	
<i>Others with specific retention and disposal requirements</i>		
(1) Classification procedures/ scheme, keywords, thesaurus, taxonomies, etc.	SOP	
(2) Disposal requests and related processing records, including lists of disposed records	Retain permanently in your agency	
(3) Records disposal schedules (RMO2)	Retain permanently in your agency	
(4) Records guides, lists, indexes and registers, etc.	SOD	
(5) Records transfer lists to PRO	See 6-10 Archives	
(6) Records transfer lists to Records Centres of GRS	D 2 years after inactive records are destroyed/ transferred to PRO	

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NATURE/DESCRIPTION	DISPOSAL REMARKS	REFERENCE
(7) Records retrieval requests to Records Centres of GRS	D after return or refiling	
(8) Vital records schedules and master list of vital records schedules	SOD	
(9) Reports on surveys, studies and reviews regarding records management and information management	Retain for 3 years , then D	

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SOD = Retain until superseded or obsolete, then destroy (*except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.*)