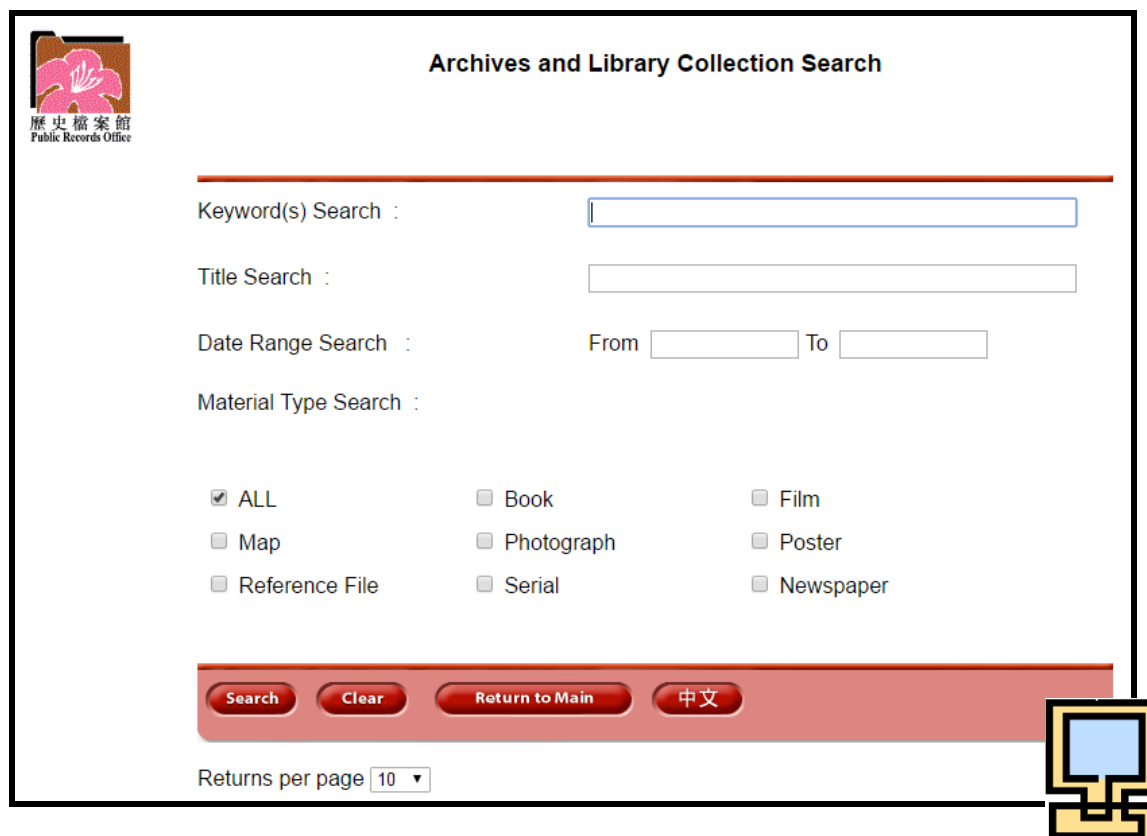


## Searching and requesting archival holdings

Archival holdings are government documents and private records with archival value transferred to PRO by government departments and through private donations respectively.


For example, by typing “Housing” in either the “Keyword(s) Search” field or “Title Search” field, you may search for materials relating to “Housing” in our holdings.



The screenshot shows the 'Archives and Library Collection Search' interface. In the top left corner is the logo of the Public Records Office (PRO), featuring a pink flower and the text '歷史檔案館 Public Records Office'. The title 'Archives and Library Collection Search' is centered at the top. Below the title, there are four search fields: 'Keyword(s) Search' (with a blue border), 'Title Search' (with a grey border), 'Date Range Search' (with 'From' and 'To' sub-fields), and 'Material Type Search'. Under 'Material Type Search', there are nine checkboxes arranged in a 3x3 grid: 'ALL' (checked), 'Book', 'Film', 'Map', 'Photograph', 'Poster', 'Reference File', 'Serial', and 'Newspaper'. At the bottom of the search area, there is a red bar containing four buttons: 'Search', 'Clear', 'Return to Main', and '中文'. Below this bar, on the left, is a 'Returns per page' dropdown menu set to '10'. On the right side of the interface, there is a yellow icon of a computer monitor with a blue screen.



“Keyword(s) Search” covers titles, authors, creating/ transferring agency, extracts, themes and file reference of archival or library holdings; whereas “Title Search” covers titles only. Therefore, “Keywords Search” will return more hits in most cases.



## Archives and Library Collection Search

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Keyword(s) Search :

Title Search :

Date Range Search :

From  To

Material Type Search :

☒ ALL

☐ Book

☐ Film

☐ Map

☐ Photograph

☐ Poster


☐ Reference File

☐ Serial

☐ Newspaper

Search
Retrieve Saved List
Clear
Return to Main
中文

Returns per page




Returns for “房屋” in “Keywords Search” :

### Summary of records found based on your criteria

Archive	<a href="#" style="color: blue; text-decoration: underline;">14 Record(s) Found</a>	<div style="font-size: 2em; color: blue;">←</div> <p>Only <b>14</b> archival records are found !</p>
Library	<a href="#" style="color: blue; text-decoration: underline;">115 Record(s) Found</a>	

Back to Search Page




Two major types of search results are returned: Archival items and Library items. The latter are holdings of the Central Preservation Library for Government Publications, such as monographs, photographs, serial and posters.


The first 5 archival records are not government records :

Search Result			
14 Record(s) Found, 14 Record(s) for Browsing. Displaying 1 - 10 Hits			
1   2   <a href="#">Next</a> <a href="#">Last</a> [ Total: 2 ]			
<a href="#">Back to Search Page</a>			
No.	Level/ Reference No.	Description	Image
1	File HKMS175-1-56	香港當局強迫拆遷九龍中國居民房屋製造屠殺慘案各方申請嚴重交涉的文電, 01.1948 - 02.1948	
2	File HKMS175-1-1552	招商局香港分局購租開平道房屋的文件, 12.1948 - 02.1949	
3	File HKMS175-1-1728	行總九龍儲運局電送現有房屋車輛等項財?清冊, 03.1947	
4	File HKMS175-1-1857	行總九龍儲運局房屋及倉庫清冊, 12.1946	
5	File HKMS175-1-2146	中行香港分行?賈處陳報當地政府規定房屋建築機器及汽車等折舊辦法函請總處核示, 01.1949	
6	File HKRS1497-1-1	並無虛言:幽谷喬木, 31.10.1976	
7	File HKRS1498-1-4	屯門發展, 02.05.1975	



Government records bear reference numbers which are prefixed by “HKRS” (Hong Kong Records Series) while private records or manuscript donated to PRO are grouped under “HKMS” (Hong Kong Manuscript Series). Because majority of the government records only have English titles, we recommend users to locate them by English keywords in order to get more potentially relevant materials.

Now search by the English keyword “Housing” and see if there is any difference.

**Archives and Library Collection Search**

Keyword(s) Search :

Title Search :

Date Range Search : From  To

Material Type Search :  
☒ ALL  
☐ Map  
☐ Reference File  
☐ Book  
☐ Photograph  
☐ Serial  
☐ Film  
☐ Poster  
☐ Newspaper

Returns per page

(1) Type Housing in  
“Keywords Search”

(2) Click “Search”  
button



Under “Material Type Search”, you may tick the box “All” to search all types of materials, or search for specific items (e.g. books and photographs).

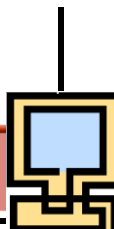
**Summary of records found based on your criteria**

Archive [2,947 Record\(s\) Found](#)

Library [258 Record\(s\) Found](#)

[Back to Search Page](#)

The search for “Housing” returns more hits than the search for “房屋” !



To find out details about the 2,947 items and select items for borrowing, simply click the summary of records( NB : This was the return as at 14.3.2017. The number is growing. )

The “Records Series” will be displayed at the top of the list.

**Search Result**

2,947 Record(s) Found, 2,947 Record(s) for Browsing. Displaying 1 - 10 Hits

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | [Next](#) [Last](#) [ Total: 295 ]

[Back to Search Page](#)

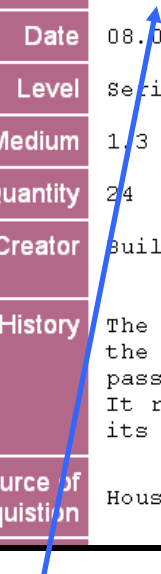


No.	Level/ Reference No.	Description	Image
1	Series HKMS189	<a href="#">MICROFILM / DIGITAL IMAGES OF REGISTERED FILES OF HONG KONG DEPARTMENT, FOREIGN AND COMMONWEALTH OFFICE (SELECTED RECORDS OF FCO 40) , 1967 - 1984</a>	
2	Series HKRS22	<a href="#">GENERAL CORRESPONDENCE FILES - STAT SERIES , 15.01.1947 - 31.01.1969</a>	
3	Series HKRS34	<a href="#">EXECUTIVE COUNCIL PAPERS (RESTRICTED) , 30.06.1955 - 30.06.1982</a>	
4	Series HKRS39	<a href="#">FILES RELATING TO THE MANAGEMENT OF CROWN LANDS AND PROPERTIES , 18.02.1948 - 14.10.1971</a>	
5	Series HKRS156	<a href="#">GENERAL CORRESPONDENCE FILES , 09.12.1892 - 08.12.1988</a>	
6	Series HKRS163	<a href="#">GENERAL CORRESPONDENCE FILES (CONFIDENTIAL) , 27.06.1940 - 24.01.1990</a>	
7	Series HKRS174	<a href="#">FILES RELATING TO HOUSING BOARD , 08.02.1963 - 21.03.1973</a>	



Click here to see more records in the same series.

HKRS174

<b>Record ID</b>	HKRS174
<b>Title</b>	Files Relating to Housing Board
<b>Form Part of</b>	▲ GOVERNMENT SECRETARIAT FONDS
<b>Consist of</b>	▼ 1 Deposit
<b>Date</b>	08.02.1963 - 21.03.1973
<b>Level</b>	Series
<b>Extent and Medium</b>	1.3
<b>Quantity</b>	24
<b>Creator</b>	Building and Lands Branch, Colonial Secretariat
<b>Archival History</b>	The series appears to have been accumulated by the Building and Lands Branch and subsequently passed into the custody of the Housing Branch. It remained in the custody of the latter until its transfer to the PRO.
<b>Immediate Source of Acquisition</b>	Housing Branch, Colonial Secretariat

“Deposit” shows the number of times records in the same series transferred to PRO.

<b>Administrative / Biographical History</b>	<p>(1) A Colonial Secretary was appointed on 26.6.1843 to assist and deputise for the Governor in administering the Colony of Hong Kong. After the Second World War, the Civil Affairs Administration Division of the British Military Administration temporarily replaced the Colonial Secretary's Office. On 1.5.1946, with the resumption of civil administration, a Colonial Secretariat was created. Its functions were to co-ordinate and supervise the work of government departments, advise the Governor on policy and to administer government personnel. The Secretariat was re-organised in September 1973 into nine policy and resource Branches. In March 1976, the title of Colonial Secretary was changed to Chief Secretary and the agency renamed Government Secretariat.</p> <p>(2) Responsibility for the lands function initially rested with the General Branch after the resumption of civil administration in May 1946. On 20.4.1960 an Assistant Colonial Secretary (Lands) was appointed and subsequently a separate Building and Lands Branch was established. The Branch was also responsible for housing matters. In 1973 the Branch was abolished and its functions passed to the newly created Environment and Housing Branches.</p>
<b>Scope and Content</b>	<p>The series comprises minutes, letters, memoranda, reports and other papers relating to recommendations and advice of the Housing Board on housing and land policy. Included is a set of confirmed minutes and numbered papers of the Board sent to David Akers Jones, PACS(L) [Principal Assistant Colonial Secretary (Lands)].</p>



“Administrative/ Biographical History” tells you the history and functions of the records’ originating government department. “Scope and Content” gives a summary of the record series’ content.

<b>Physical Description</b>	Hard and soft cover folders, 34-36 x 23 x 2-4.5 cm. Papers attached by Treasury tags.
<b>Accruals</b>	No further accrual expected
<b>Arrangement System</b>	No formal arrangement.
<b>Conditions Governing Access</b>	Public Records (Access) Rules
<b>Language and Scripts</b>	English
<b>Note</b>	The descriptive information is mainly transcribed from the Series Identification Sheet in 2000.



“Physical Description” distinguishes the filing media, such as paper medium or microfilm.

HKRS174

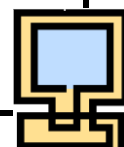
Record ID	HKRS174
Title	Files Relating to Housing Board
Form Part of	▲ GOVERNMENT SECRETARIAT FONDS
Consist of	▼ 1 Deposit
Date	08.02.1963 - 21.03.1973
Level	Series
Extent and Medium	1.3
Quantity	24
Creator	Building and Lands Branch, Colonial Secretariat
Archival History	The series appears to have been accumulated by the Building and Lands Branch and subsequently passed into the custody of the Housing Branch. It remained in the custody of the latter until its transfer to the PRO.
Immediate Source of Acquisition	Housing Branch, Colonial Secretariat

Click “deposit” to find out the number of files transferred.



24 files were transferred.

Record ID	HKRS174-1
Title	Files Relating to Housing Board
Form Part of	▲ Files Relating to Housing Board
Consist of	▼ 24 File
Date	08.02.1963 - 21.03.1973
Level	Deposit
Extent and Medium	1.3
Quantity	24
Immediate Source of Acquisition	GOVERNMENT SECRETARIAT, HOUSING BRANCH
Scope and Content	<p>Memoranda, letters, minutes, plans, reports and other papers relating to recommendations and advice of the Housing Board on the housing and land development policy of the Hong Kong Government.</p> <p>Attachments are assembled in the form of subject file with the earliest paper at the bottom. The files were maintained informally and they bear no registration numbers or other control symbols.</p>
Arrangement System	None.
Conditions Governing Access	With the approval of the Colonial Secretary.
Location	K/8/87/3545-3546



“File” is the basic unit in the record management system. It usually contains the records of the same subject or activities filed by the record creator.

Search Result			
24 Record(s) Found, 24 Record(s) for Browsing. Displaying 1 - 10 Hits			
<div>   1   2   3   <a href="#">Next</a> <a href="#">Last</a> [ Total: 3 ] </div> <div>Back to Search Page</div>			
No.	Level/ Reference No.	Description	Image
1	File HKRS174-1-1	<b>HOUSING BOARD. CONFIRMED MINUTES AND NUMBERED PAPERS.</b> , 22.05.1965 - 26.10.1966	
2	File HKRS174-1-2	<b>HOUSING BOARD. CONFIRMED MINUTES AND NUMBERED PAPERS.</b> , 31.03.1966 - 04.02.1967	
3	File HKRS174-1-3	<b>HOUSING BOARD. CONFIRMED MINUTES AND NUMBERED PAPERS.</b> , 18.02.1967 - 31.03.1967	
4	File HKRS174-1-4	<b>HOUSING BOARD. CONFIRMED MINUTES AND NUMBERED PAPERS.</b> , 26.09.1967 - 14.06.1968	



In general, government records are made available for public access 30 years after the records were closed. The Public Availability Status (PAS) will show them as “Open” if the records are closed for more than 30 years.

No.	Level/ Reference No.	Description	Image
1201	File HKRS300-29-32	<b>PARKING IN PUBLIC HOUSING ESTATES RESTRICTED ROAD - N.T.W.</b> , 28.07.1993 - 16.12.1994	
1202	File HKRS300-30-42	<b>PARKING IN PUBLIC HOUSING ESTATES (RESTRICTED ROAD KOWLOON)</b> , 08.11.1994 - 22.05.1995	
1203	File HKRS300-30-43	<b>PARKING IN PUBLIC HOUSING ESTATES (RESTRICTED ROAD KOWLOON).</b> , 23.05.1995 - 26.10.1995	
1204	File HKRS300-30-44	<b>PARKING IN PUBLIC HOUSING ESTATES (RESTRICTED ROAD KOWLOON)</b> , 24.10.1995 - 23.09.1996	
1205	File HKRS300-30-45	<b>PARKING IN PUBLIC HOUSING ESTATES (RESTRICTED ROADS) - H.K.I.</b> , 23.07.1990 - 24.01.1994	
1206	File HKRS300-30-46	<b>PARKING IN PUBLIC HOUSING ESTATE (RESTRICTED ROADS) -NTE</b> , 09.03.1994 - 01.12.1995	



If a record is closed for less than 30 years, you may write to the PRO to apply for access to the file, stating the reason for making the request. We will forward your application together with the record to the creating or transferring department for consideration.