

MEMO

From Government Records Service Director

To Permanent Secretaries and
Heads of Departments

Ref. (14) *in* GRS RSDO/206/4 Pt 15

(*Attn.:* Departmental Records Managers)

Tel. No. 2195 7790

Your Ref. *in*

Fax No. 2463 5200

dated *Fax No.*

Date 25 October 2013

Total pages 86

Updated Schedule 1 of General Administrative Records Disposal Schedules (Records Management Publication No. 4)

Purpose

This memorandum promulgates the updated **Schedule 1 - Administration** of the **General Administrative Records Disposal Schedules (GARDS)** (Records Management Publication No. 4), the updated “**Guidelines on Using the General Administrative Records Disposal Schedules to Dispose of Administrative Records**” and amendments to the other parts of the GARDS.

General Administrative Records Disposal Schedules

2. The GARDS, comprising six schedules¹, were promulgated in 1998 by the Government Records Service (GRS) providing guidance on the retention and disposal of administrative records common to bureaux and departments (B/Ds). They also help identify potential archival records for appraisal by the Public Records Office of GRS. In accordance with paragraph 14 of General Circular (GC) No. 2/2009 entitled “**Mandatory Records Management Requirements**”, B/Ds should adopt the GARDS to dispose of their administrative records.

Updating of the General Administrative Records Disposal Schedules

3. The aim of updating the GARDS is to incorporate updated records retention and disposal requirements prescribed in prevailing legislations, government

¹ The six schedules include Schedule 1: Administration; 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.

regulations, circulars and directives as well as to reflect the prevailing archival need for preserving administrative records with historical value. GRS has adopted a phased approach to update the six schedules of the GARDS. Part I - Explanatory Notes and Schedules 2, 3, 4, 5 and 6 have been updated and promulgated to B/Ds. They are also accessible at the Central Cyber Government Office (CCGO) (<http://grs.host.ccgo.hksarg/pub4.htm>).

Updated Schedule 1

4. We are pleased to announce that the review and updating of **Schedule 1** of the GARDS, dealing with retention and disposal of records relating to administrative activities such as arrangements of transportation and visits common to B/Ds, has been completed. The updated Schedule 1 and a summary of major amendments are attached at **Appendix I** and **Appendix II** respectively for reference.

Removal of Part III - Relative Index

5. As part of the review of the GARDS, we have examined the need to keep the Relative Index, Part III of the GARDS. With the promulgation of GC No. 2/2009, B/Ds have adopted the standard classification scheme for administrative records and have used the GARDS to dispose of administrative records. By classifying administrative records according to subject terms set out in GRS' Records Management Publication No. 3 - **Subject Filing**, users in B/Ds should easily refer to the corresponding subject terms instead of looking up key words in the Relative Index in the GARDS to determine the disposal requirements of the concerned administrative records. As such, the need to refer to the Relative Index should be greatly reduced. With a view to keeping the GARDS concise, the Relative Index has been removed.

6. Arising from the removal of the Relative Index, consequential revisions to the Table of Contents and Part I - Explanatory Notes have been made. The updated Table of Contents and Part I are attached at **Appendix III** and **Appendix IV** respectively.

Guidelines on Using the GARDS to Dispose of Administrative Records

7. Paragraph 11 of the "**Guidelines on Using the General Administrative Records Disposal Schedules to Dispose of Administrative Records**"

("Guidelines") has been updated to incorporate necessary changes arising from the updating of the GARDS. Memo templates seeking GRS' approval to dispose of time-expired administrative records requiring appraisal by the Public Records Office of GRS as attached to **Appendix 2(b)** of the Guidelines have also been revised to separate the disposal of classified and unclassified administrative records. The updated Guidelines are attached at **Appendix V**.

Enquiries

8. Should you have any enquiries on the application of the GARDS to dispose of administrative records, please contact Executive Officer (Records Management)³ (tel. no. 2460 3762) or Senior Clerical Officer (Records Management) (tel. no. 2460 3766) of the Records Management and Administration Office of GRS. The updated GARDS and other updated documents (including all the appendices above) are also accessible at CCGO (<http://grs.host.cngo.hksarg/pub4.htm>).

(Miss Ruby AU)
for Government Records Service Director

Encl.

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	

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.*)

1-10 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	

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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	

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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	

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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	

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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	

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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	

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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	

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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	

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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	

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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	

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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	

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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	

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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

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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	

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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	

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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	

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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	

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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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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	

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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	

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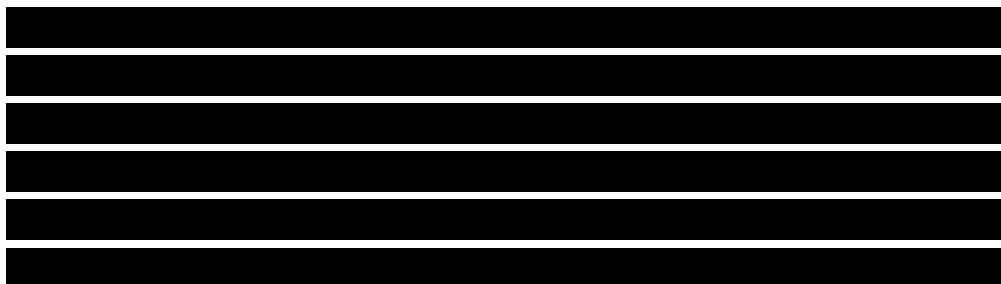
SOD = Retain until superseded or obsolete, then destroy (*except those records created 40 years ago or earlier which should be referred to GRS for appraisal by PRO. Please refer to Part I for details.*)

1-110 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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[Redacted text block]

Note 2: (a) [Redacted text block]

(b) [Redacted text block]

(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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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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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	

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.*)

1-125 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	

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.*)

1-130 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	

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.*)

1-135 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

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.*)

1-140 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

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.*)

1-150 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

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.*)

1-155 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

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.*)

1-200 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.*)

**Summary of Major Amendments to
Schedule 1 - Administration**

1. Updating records disposal actions to incorporate prevailing archival requirements

The retention periods and/or disposal requirements of records belonging to the following records groups have been revised having regard to the latest archival requirements -

Records groups/items	Original disposal remarks	Revised disposal remarks
(a) Item Others ¹ (1) in 1-50 CIRCULARS AND DIRECTIVES - Circulars and directives issued by your bureau/department	A master series should be retained for administrative reference and refer to PRO for evaluation when no longer required	SOP
(b) Routine records under 1-85 ELECTIONS	3 years P	Retain for 3 years, then D
(c) Routine records under 1-95 ENVIRONMENTAL MANAGEMENT	3 years P	Retain for 3 years, then D
(d) Routine records under 1-145 ORGANISATION	4 years P	Retain for 3 years, then P
(e) Routine records under 1-150 PLANS AND PROGRAMMES	4 years P	Retain for 3 years, then P
(f) Routine records under 1-165 REPORTS AND STATISTICS - ANNUAL	SOP	SOD
(g) Policy records under 1-200 VISITS AND TOURS	4 years P	Retain for 5 years, then P
(h) Item Others (1) in 1-200 VISITS AND TOURS - Reports by Heads of bureaux/ departments or those who hold a statutory position	4 years P	Retain for 3 years, then P
(i) Item Others (2) in 1-200 VISITS AND TOURS - Records relating to visit by dignitaries, e.g. Nobel Prize laureates	2 years P	Retain for 3 years, then P

¹ In this appendix, "Others" denotes the records group "Others with specific retention and disposal requirements".

2. Updating records retention and disposal requirements to incorporate latest advice from policy authorities

The disposal remark of “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” [Others (3) in 1-110 INTELLECTUAL PROPERTY] has been revised from “Destroy 5 years after publication of material” to “D 7 years after the permission has expired”.

3. Re-titling subject groups

The following subject groups have been re-titled to accurately reflect the scope of records -

Subject group	Original title	Revised title
1-10	ACTS AND LEGISLATION	LEGISLATION
1-25	BADGES, EMBLEMS, FLAGS	BADGES, EMBLEMS AND FLAGS
1-55	COMMITTEES, COUNCILS, COMMISSIONS	COMMITTEES, COUNCILS AND COMMISSIONS
1-110	INVENTIONS, PATENTS AND COPYRIGHT	INTELLECTUAL PROPERTY

4. Updating scope notes

The scope notes of a number of subject groups such as 1-55 COMMITTEES, COUNCILS AND COMMISSIONS, 1-90 EMERGENCY PLANNING and 1-145 ORGANISATION have been revised and updated to better reflect the coverage of the subject groups.

Moreover, we have elaborated on the coverage of a number of items under the records group “Others with specific retention and disposal requirements” in some subject groups such as item Others (1) in 1-5 ACCIDENTS to facilitate B/Ds to identify relevant records for disposal.

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Services and Information Technology

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.

Guidelines on Using the General Administrative Records Disposal Schedules to Dispose of Administrative Records

PURPOSE

This document provides guidelines for government bureaux and departments (B/Ds) to apply the retention and disposal requirements and dispose of time-expired common administrative records prescribed in Records Management Publication No. 4 “**General Administrative Records Disposal Schedules**” (GARDS) promulgated by the Government Records Service (GRS).

2. This guidance document (“**Guidelines**”) should be read in conjunction with the GARDS and General Circular No. 2/2009 entitled “Mandatory Records Management Requirements”.

APPLICATION OF RETENTION AND DISPOSAL REQUIREMENTS OF THE GARDS

3. To achieve a higher accuracy and efficiency in applying the retention and disposal requirements of the GARDS, B/Ds are advised to classify and organise administrative records according to the principles set out in paragraphs 4 - 5 and 7 below. Procedures to implement retention and disposal requirements of the GARDS are set out in paragraphs 11 and 12 below.

Separate Administrative Records from Programme Records

4. The GARDS, resembling in structure the standard classification scheme for administrative records¹ set out in GRS’ Records Management Publication No. 3 “**Subject Filing**”², prescribes the retention and disposal requirements for common administrative records including case files such as personal files.

5. B/Ds should classify and organise administrative records in accordance with the standard classification scheme for administrative records and separate them from programme records which are of different nature and subject to different retention and

¹ General Circular No. 2/2009 requires B/Ds, among others, to adopt the standard records classification scheme for administrative records **not later than April 2012**.

² Publication No. 3 is accessible at <http://grs.host.cco.hksarg/pub3.htm>.

disposal requirements.

6. For existing files where administrative and programme records have been mingled together, B/Ds should adopt the principles set out in paragraphs 8(a) and (b) and 9 below as appropriate to determine the proper retention periods and disposal actions of the concerned records.

Separate Administrative Records of Different Retention and Disposal Requirements

7. B/Ds should file, as far as practicable, administrative records of different retention and disposal requirements into separate files upon records creation to facilitate efficient disposal of time-expired administrative records according to their specific retention and disposal requirements.

8. When applying the retention and disposal requirements of the GARDS to a file, B/Ds should examine whether administrative records (or in case administrative records have been mixed with programme records in a file) of different retention and disposal requirements have been mingled together in a file. If such situation occurs, B/Ds should adopt the following principles to determine the retention periods and disposal actions of the records -

- (a) retain the file according to the longest retention period of the records contained therein; and
- (b) where records in the file are subject to different disposal actions, e.g. “Destroy” (D) and “Refer to GRS for appraisal by Public Records Office” (P), the said file should be disposed of in accordance with the latter disposal action upon the expiry of the specified retention periods because disposal actions “P” and “SOP”³ should always take precedence over “D” and “SOD” to protect records with potential archival value from destruction.

9. Nevertheless, paragraph 8(a) and (b) above are **not** applicable to records that are required to be disposed of in a timely manner as stipulated by legislation or government regulations/directives. For example, the testimonial of a former civil servant should **not** be retained for a period longer than seven years after the officer has left the service in accordance with CSB Circular No. 13/2002 entitled “**Personal**

³ “SOP” denotes disposal action “Retain until superseded or obsolete, then refer to GRS for appraisal by Public Records Office (PRO)” and “SOD” denotes disposal action “Retain until superseded or obsolete, then destroy”.

Data (Privacy) Ordinance: Guidelines for Users of Employment-Related Personal Data in the Civil Service". B/Ds should arrange timely disposal of those records upon the expiry of the prescribed retention periods according to the procedures set out in paragraphs 11 and 12 below and document the removal of such records from the files properly.⁴ In case of doubt, B/Ds may seek advice from GRS.

Procedures to Implement Retention and Disposal Requirements of the GARDS

10. The procedures to implement retention and disposal requirements of the GARDS are set out in two stages -

- (a) **Stage 1** - Identify and determine the proper retention and disposal requirements for administrative records; and
- (b) **Stage 2** - Dispose of time-expired administrative records.

Stage 1: Identify and determine the proper retention and disposal requirements for administrative records

11. B/Ds should identify and determine the proper retention and disposal requirements for administrative records according to the procedures set out in the table below upon the creation of an administrative file. In case B/Ds have not done so in a timely manner, B/Ds may take the said actions prior to arranging disposal of administrative records set out in Stage 2.

Steps	Actions
1.	Match administrative files to appropriate subject groups
<p>Scenario 1: <u>The standard classification scheme for administrative records has been adopted</u></p> <p>Relate the primary subject code/term (e.g. 3-50 PRINTING) of an administrative file to the corresponding subject code/group in the GARDS direct as it resembles in structure the standard classification scheme for administrative records set out in Records Management Publication No. 3 "Subject Filing".</p>	

⁴ B/Ds may consider relocating those records that should be disposed of in a timely manner into separate files to facilitate disposal of such records.

Steps	Actions
	<p>Scenario 2: <u>The standard classification scheme for administrative records has yet to be adopted</u></p> <p>Check the subject of an administrative file by performing a search against Part II of the GARDS to identify the proper schedule, subject group and code number which govern the retention and disposal requirements of the administrative file.</p> <p><i>[Note: Please see the retention and disposal requirements for case files on personal records in Schedule 5 of the GARDS.]</i></p>
2.	<p>Identify and determine the proper retention and disposal requirements for records under subject group(s)</p>
	<p>(a) Examine records of an administrative file to determine whether they belong to different subject groups. Read information set out in the “Nature/Description” column of <u>each</u> of the relevant subject group(s) carefully to determine the appropriate records group [i.e. Policy⁵; Routine⁶; or Others with specific retention and disposal requirements (Others)] to which the records relate within a subject group, and then identify and determine the corresponding retention and disposal requirements in the column “Disposal Remarks” -</p> <p>(i) Check whether the records fall within the scope of those item(s) under the records group “Others”. If yes, go to (ii) below. If the records do not fall within the scope of “Others”, go to (iii) below.</p> <p>(ii) Check whether the identified item of records in the records group “Others” are also of policy nature; or such records are mixed with policy and/or routine records. If yes, follow the principles in paragraphs 8 and 9 above as appropriate to determine the proper retention and disposal requirements for those records. If not, identify the proper item(s) in the records group “Others” by reading information in the “Nature/Description” column and follow the prescribed retention and disposal requirements in the column “Disposal Remarks”.</p>

⁵ “Policy” records contain information relating to the formulation and changes to policy on any function or activity of the bureau/department.

⁶ “Routine” records contain information not relating to policy, such as internal and external communication on transactions or on general or minor matters. In the context of the GARDS, routine records exclude records explicitly mentioned in “Others with specific retention and disposal requirements”.

Steps	Actions
	<p>(iii) Check whether the records fall under the records group <i>“Policy”</i>. If yes, follow the retention and disposal requirements in the column “Disposal Remarks”. If not, go to (iv) below.</p> <p>(iv) Check whether the records fall under the records group <i>“Routine”</i>. If yes, follow the retention and disposal requirements in the column “Disposal Remarks”. In case of doubts, go back to Step 1 above to check and identify the appropriate subject group(s).</p> <p>(b) For a file containing administrative records belong to more than one subject group, follow the principles set out in paragraphs 8 and 9 above as appropriate to determine the proper retention and disposal requirements for those records.</p> <p><i>[Note: For personal case records, check the proper retention and disposal requirements in Schedule 5 of the GARDS.]</i></p>

Stage 2: Disposal of time-expired administrative records

12. To arrange disposal of time-expired administrative records, B/Ds should bring up inactive administrative files⁷, including closed files for review at a regular interval⁸ so as to determine whether they should be disposed of upon the expiry of the prescribed retention periods when there are no outstanding actions on the files according to the following procedures -

Steps	Actions
3.	Determine whether the administrative records should be disposed of
	<p>(a) Check whether -</p> <p>(i) the specified retention periods for all records have been met (particularly for a file containing administrative records of different retention periods);</p>

⁷ As a general yardstick, B/Ds should review whether actions on a file are completed if no record has been added to it; or no action/reference has been recorded for the past two years.

⁸ General Circular No. 2/2009 requires B/Ds, among others, to dispose of time-expired administrative records at least once every two years. B/Ds are advised to conduct a review on a regular basis and as and when required to determine whether actions have been completed on inactive files.

Steps	Actions
	<p>(ii) there are any outstanding actions on the records, having regard to the administrative, operational, audit and statutory requirements, including litigation and potential litigation; or the business dealt with has been superseded or has become obsolete; and</p> <p><i>[Note: Subject officers may need to be consulted to confirm whether there are still outstanding actions required on the records.]</i></p> <p>(iii) there are records created 40 years ago or earlier⁹ contained therein. If yes, such records are required to be referred to the Public Records Office (PRO) of GRS for appraisal. (Please see Step 5(b) below).</p> <p>(b) Proceed to seek internal endorsement of records disposal including the referral of records created 40 years ago or earlier to PRO of GRS for appraisal, if any, after the conditions set out at (a) (i) - (ii) above have been satisfactorily met. If not, B/Ds may bring up the files for consideration of disposal upon the relevant conditions are met or in the next records disposal review exercise.</p>
4.	<p>Seek internal endorsement to dispose of time-expired administrative records</p>
	<p>Seek endorsement of disposal of time-expired administrative records, including destruction of records and referral of records to PRO of GRS for appraisal, with a list of files to be disposed of and any other information deemed necessary¹⁰ (e.g. the specified retention periods and disposal actions of the records) from an officer not below the rank of Senior Executive Officer or equivalent according to paragraph 17 of General Circular No. 2/2009. For the sake of efficient disposal of time-expired administrative records, B/Ds may arrange to seek endorsement for a number of files at one go.</p>

⁹ B/Ds are required to refer 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, e.g. a file is regarded to be created 40 years ago if any record contained therein was created in 1970 where the request for records disposal is made in 2010) to GRS for appraisal by PRO together with their subsequent parts of the files (which may contain records created less than 40 years) proposed to be disposed of in the same exercise to facilitate appraisal work. Such requirement is not applicable to those records kept in personal files and staff report files of officers who have **not** reached the level of Head of B/D; not held a statutory position; nor appointed by the Chief Executive.

¹⁰ B/Ds may consider specifying a proforma to standardise the information required to seek internal endorsement of disposal of records.

Steps	Actions
	<p><i>[Note: Seek endorsement from a directorate officer in writing if there are valid reasons to defer transfer of time-expired files having archival value or potential value to PRO of GRS for retention or appraisal (i.e. disposal actions indicated as “P” or “SOP” in the GARDS and those records created 40 years ago or earlier) by more than two years after the expiry of the specified retention periods in accordance with paragraph 17 of General Circular No. 2/2009. Such cases have to be brought up to the directorate officer for direction in the next disposal exercise.]</i></p>
5.	<p>Seek GRS’ prior approval for disposal of time-expired administrative records</p>
	<p>Seek GRS’ prior approval for disposal of time-expired administrative records according to the disposal actions of the records. Procedures are set out below -</p> <p><u>Records for Destruction</u></p> <p><i>[i.e. Disposal actions indicated as “D” or “SOD” in the GARDS (for those records created 40 years ago or earlier, B/Ds should refer them to PRO of GRS for appraisal according to Step 5(b) below).]</i></p> <p>(a) Fill in the information required in the memo template at Appendix 1(a) and send the duly completed memo to the Records Management and Administration Office (RMAO) of GRS, together with the following information -</p> <ul style="list-style-type: none"> (i) Subject matter: to clearly indicate the scope of the subject matter of the concerned records, e.g. Clothing (which is under the purview of the quoted subject group, and records groups as per (iii) below); (ii) Quantity: to fill in the quantity in terms of number of items/files and linear metres (lm), e.g. 0.06 lm; (iii) In compliance with items in the GARDS: to specify the code numbers of the relevant subject groups and records group(s)/item(s) of records groups specified in the GARDS, e.g. 3-25 (Routine); (iv) Disposal remarks in the GARDS: to specify the relevant disposal remarks, e.g. 2 years D (i.e. retain for 2 years, then destroy); (v) Covering period: to fill in the earliest opened date and the latest closed date amongst the concerned files, e.g. 1 April 2006 - 31 March 2008;

Steps	Actions
	<p>(vi) Action completion date: to fill in the latest action completion date amongst the concerned files, e.g. 31 March 2008; and</p> <p>(vii) Confirmation on meeting the mandatory conditions set out in paragraph 2 of Appendix 1(a).</p> <p><i>[Note: A disposal request failing to provide the required information and confirmation set out in (a)(i) to (vii) above will NOT be processed by GRS. There is no need to attach a list of files to be destroyed. A sample memo (addressed to RMAO) seeking GRS' approval for destruction of time-expired administrative records is at Appendix 1(b) for reference.]</i></p> <p><u>Records for Appraisal by PRO of GRS</u></p> <p><i>(i.e. Disposal actions indicated as "P" or "SOP" in the GARDS, or files with records created 40 years ago or earlier and their subsequent parts to be disposed of in the same exercise.)</i></p> <p>(b) Fill in the information required in the memo template at Appendix 2(a)(i) (for unclassified records) or Appendix 2(a)(ii) (for classified records) and send the duly completed memo to PRO of GRS together with a complete list of files showing the following information -</p> <p>(i) Information on the record/file title, reference number, and covering dates/years of each file/group of records items; and</p> <p>(ii) Specify whether the records/files were created 40 years ago or earlier and advise whether any subsequent parts of files are to be disposed of in the same exercise.</p> <p><i>[Note: Sample memo referring time-expired administrative records to PRO of GRS for appraisal are at Appendix 2(b)(i) and Appendix 2(b)(ii).]</i></p>
6.	Implement disposal of time-expired administrative records
	<p>Upon receipt of GRS' written approval for disposal of time-expired administrative records, B/Ds should implement disposal of those records in accordance with the procedures set out in Appendix IV to General Circular No. 2/2009.</p> <p>[Notes:</p> <p>(1) To minimise the risks of inadvertent unauthorised destruction of records</p>

Steps	Actions
	<p><i>during the disposal process, B/Ds should designate an officer not below the rank of Executive Officer II or equivalent to ensure that the disposal process is properly supervised and the records disposal procedures as set out in Appendix IV to General Circular No. 2/2009 are complied with; and</i></p> <p><i>(2) B/Ds are required to retain the list of disposed files permanently for record purpose.]</i></p>

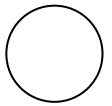
Examples

13. A flowchart illustrating the application of steps described in Stages 1 and 2 in paragraphs 11 and 12 above is at **Appendix 3**. Two specific examples to determine the retention and disposal requirements and dispose of time-expired administrative records of selected subject groups/records groups are at **Appendices 4(a)** and **4(b)** respectively.

Government Records Service
Revised October 2013

MEMO

Appendix 1(a)



From _____
Ref. () in _____
Tel. No. _____
Fax No. _____
Date _____

To Government Records Service Director
(*Attn.* : RMAO _____)
Your Ref. _____ in _____
Dated _____ *Fax No.* 2454 8556
Total Pages _____

Disposal of Administrative Records under GARDS
Concerning Records for Destruction

I should be grateful for your agreement to dispose of the following general administrative records according to General Administrative Records Disposal Schedules (GARDS) -

Subject Matter (subject/records group in GARDS)	Quantity of Records # (No. of files & linear metres)	In Compliance with Items in GARDS	Disposal Remarks in GARDS	Covering Period (Date opened & closed)	Action Completion Date
Total:	files (lm)				

2. I confirm that (a) the retention and disposal requirements specified in GARDS, and any governing legislation and relevant government regulations/circulars have been complied with; (b) there is no outstanding action on any of the records listed above; and (c) the disposal of records listed above has been considered and endorsed by an officer not below the rank of Senior Executive Officer or equivalent according to paragraph 17 of General Circular No. 2/2009.

3. For enquiries, please contact _____ at _____.

(_____)
for Head of Bureau / Department

For electronic records, please indicate quantity of records in “no. of records and megabytes” e.g. 100 records in 1.5MB

MEMO

Appendix 1(b)

From Director of ABC
Ref. (33) in ABC GR 6-60/2
Tel. No. 2345 XXXX
Fax No. 2345 XXXX
Date 10 August YYYY

To Government Records Service Director
(*Attn. :* RMAO)
Your Ref. _____ *in* _____
Dated _____ *Fax No.* 2454 8556
Total Pages 2

Disposal of Administrative Records under GARDS Concerning Records for Destruction

I should be grateful for your agreement to dispose of the following general administrative records according to General Administrative Records Disposal Schedules (GARDS) –

Subject Matter (subject/records group in GARDS)	Quantity of Records # (No. of files & linear metres)	In Compliance with Items in GARDS	Disposal Remarks in GARDS	Covering Period (Date opened & closed)	Action Completion Date
Associations and Clubs *	2 files (0.06 lm)	1-20 (Routine)	3 years D	1.7.2002 – 7.10.2008	7.10.2008
Accommodation – Fitting Out and Repairs – Fitting out plans §	1 file (0.04 lm)	2-25 Others (2)	SOD	12.1.1999 – 31.10.2011	31.10.2011
Clothing – Documents relating to a tender or consultants selection exercise not covered by the World Trade Organization Agreement on Government Procurement - submitted by unsuccessful tenderers @	12 files (0.8 lm)	3-25 Others (4) – App. (3)(a)	D 3 months after execution of contract	1.1.2008 – 31.8.2011	31.8.2011
Total:	15 files (0.9 lm)				

2. I confirm that (a) the retention and disposal requirements specified in GARDS, and any governing legislation and relevant government regulations/circulars have been complied with; (b) there is no outstanding action on any of the records listed above; and (c) the disposal of records listed above has been considered and endorsed by an officer not below the rank of Senior Executive Officer or equivalent according to paragraph 17 of General Circular No. 2/2009.

3. For enquiries, please contact XXXXXX on 2345 XXXX.

(XXXXXX)
for Director of ABC

Notes:

For electronic records, please indicate quantity of records in “no. of records and megabytes” e.g. 100 records in 1.5MB

* Since the two files, namely “ASSOCIATIONS AND CLUBS – ABC Club” and “ASSOCIATION AND CLUB – DEF Association” are covered by the same subject group/records group (i.e. 1-20 (Routine)), we should group them into one entry. The covering period should indicate the earliest opened date and latest closed date amongst the two files. The action completion date should indicate the latest action completion date amongst the two files. For records that fall under the records group “Policy” or “Routine”, the secondary/tertiary/lower level subject term (e.g. “ABC Club”) of the files are **not** required to be specified in the “Subject Matter (subject/records group in GARDS)” column.

§ A file, namely “ACCOMMODATION – FITTING OUT AND REPAIRS – Fitting out plans” is covered by the subject group/records group 2-25 Others (2). To clearly indicate the scope of records covered by records group “Others” for checking compliance with the relevant items in GARDS, the secondary/tertiary/lower level subject term or suitable elaboration on the subject matter (“Fitting out plans”) of the file should be specified in the “Subject Matter (subject/records group in GARDS)” column as appropriate.

@ Three files, namely Parts I to III of “CLOTHING – Procurement – Tender Documents” are covered by the subject group/records group 3-25 Others (4). As the files contain unsuccessful tender documents (not covered by WTO GPA), users are directed to refer to the Appendix to Schedule 3 for specific retention and disposal requirements, i.e. App.(3)(a). To clearly indicate the scope of records covered by records group “Others” for checking compliance with the relevant items in GARDS, the secondary/tertiary/lower level subject term or suitable elaboration on the subject matter (“Documents relating to a tender or consultants selection exercise not covered by the World Trade Organization Agreement on Government Procurement - submitted by unsuccessful tenderers”) of the files should be specified in the “Subject Matter (subject/records group in GARDS)” column as appropriate.

MEMO

From _____
Ref. _____ *in* _____
Tel. No. _____
Fax No. _____
Date _____

To Government Records Service Director
(*Attn.* : Public Records Office)
Your Ref. _____ *in* _____
Dated _____ **Fax No.** 2142 5756
Total Pages _____

Disposal of Unclassified Administrative Records under the GARDS
Concerning Records Requiring Appraisal by
the Public Records Office of GRS

I should be grateful for your agreement to dispose of the following *unclassified* administrative records according to the General Administrative Records Disposal Schedules (GARDS) -

Subject Matter (subject/records group in GARDS)	Quantity of Records # (No. of files & linear metres)		In Compliance with Items in GARDS	Disposal Remarks in GARDS	Covering Period (Date opened & closed)	Action Completion Date
	All records in the group	40 years old records*				

The total quantity of the above records is _____ files in _____ linear metres. The complete list of the records is provided at the *Appendix*.

2. I confirm that (a) the retention and disposal requirements specified in GARDS, and any governing legislation and relevant government regulations/circulars have been complied with; (b) there is no outstanding action on any of the records listed above; and (c) the disposal of records listed above has been considered and endorsed by an officer not below the rank of Senior Executive Officer or equivalent according to paragraph 17 of General Circular No. 2/2009.

3. For enquiries, please contact _____ at _____.

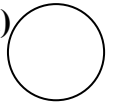
(_____)
for Head of Bureau / Department

For electronic records, please indicate quantity of records in “no. of records and megabytes”
e.g. 100 records in 1.5MB

* “40 years old records” refer to the records created 40 years ago or earlier, and their subsequent parts.

(Insert appropriate marking of security classification)

Appendix 2(a)(ii)



MEMO

From _____
Ref. _____ *in* _____
Tel. No. _____
Fax No. _____
Date _____

To Government Records Service Director
(Attn. : Public Records Office _____)
Your Ref. _____ *in* _____
Dated _____ **Fax No.** 2142 5756
Total Pages _____

Disposal of Classified Administrative Records under the GARDS
Concerning Records Requiring Appraisal by
the Public Records Office of GRS

I should be grateful for your agreement to dispose of the following *classified* administrative records according to the General Administrative Records Disposal Schedules (GARDS) -

Subject Matter (subject/records group in GARDS)	Quantity of Records # (No. of files & linear metres)		In Compliance with Items in GARDS	Disposal Remarks in GARDS	Covering Period (Date opened & closed)	Action Completion Date
	All records in the group	40 years old records*				

The total quantity of the above records is _____ files in _____ linear metres. The complete list of the records is provided at the *Appendix*.

2. I confirm that (a) the retention and disposal requirements specified in GARDS, and any governing legislation and relevant government regulations/circulars have been complied with; (b) there is no outstanding action on any of the records listed above; and (c) the disposal of records listed above has been considered and endorsed by an officer not below the rank of Senior Executive Officer or equivalent according to paragraph 17 of General Circular No. 2/2009.

3. For enquiries, please contact _____ at _____.

(_____)

for Head of Bureau / Department

For electronic records, please indicate quantity of records in “no. of records and megabytes”
e.g. 100 records in 1.5MB

* “40 years old records” refer to the records created 40 years ago or earlier, and their subsequent parts.

(Insert appropriate marking of security classification)

MEMO

From Director of ABC
Ref. (37) in ABC GR/6/60/2
Tel. No. 2345 XXXX
Fax No. 2345 XXXX
Date 3 September YYYY

To Government Records Service Director
(Attn. : Public Records Office)
Your Ref. _____ **in** _____
Dated _____ **Fax No.** 2142 5756
Total Pages 2+1

Disposal of Unclassified Administrative Records under the GARDS
Concerning Records Requiring Appraisal by
the Public Records Office of GRS

I should be grateful for your agreement to dispose of the following *unclassified* administrative records according to the General Administrative Records Disposal Schedules (GARDS) -

Subject Matter (subject/records group in GARDS)	Quantity of Records # (No. of files & linear metres)		In Compliance with Items in GARDS	Disposal Remarks in GARDS	Covering Period (Date opened & closed)	Action Completion Date
	All records in the group	40 years old records*				
Health and Safety	1 file (0.05 lm)	0	5-35 (Policy)	5 years P	04.01.2002- 29.10.2006	29.10.2006
Fees and Charges	2 files (0.1 lm)	2 files (0.1 lm)	4-60 (Routine)	4 years D	02.12.1970- 28.12.2007	28.12.2007

The total quantity of the above records is 3 files in 0.15 linear metres. The complete list of the records is provided at the *Appendix*.

2. I confirm that (a) the retention and disposal requirements specified in GARDS, and any governing legislation and relevant government regulations/circulars have been complied with; (b) there is no outstanding action on any of the records listed above; and (c) the disposal of records listed above has been considered and endorsed by an officer not below the rank of Senior Executive Officer or equivalent according to paragraph 17 of General Circular No. 2/2009.

3. For enquiries, please contact [XXXXXX](#) at [2345 XXXX](#).

([XXXXX](#))
for [Director of ABC](#)

For electronic records, please indicate quantity of records in “no. of records and megabytes”
e.g. 100 records in 1.5MB

* “40 years old records” refer to the records created 40 years ago or earlier, and their subsequent parts.

SAMPLE

Appendix

List(s) of Unclassified Administrative Records for Appraisal by PRO of GRS

- (a) Please list the records/files separately according to the subject group and records group/item of records group in the GARDS mentioned in the memo.
- (b) Please indicate the records/files created 40 years ago or earlier, and their subsequent parts in the column “40 years old records” by a tick (√).

Subject Group and Records Group/Item of Records Group in GARDS (the relevant code number):

Health and Safety (5-35)-Policy records

Reference No.	Record or File Title	Covering Period	40 years old records
KE 176/3 Pt.3	Occupational Health - Policy	04.01.2002 - 29.10.2006	

Fees and Charges (4-60)- Routine records

Reference No.	Record or File Title	Covering Period	40 years old records
KT 65/3 I	Licences - Charges	02.12.1970 - 15.01.1981	√
KT 65/3 II	Licences - Charges	16.01.1981 - 28.12.2007	√

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Appendix 2(b)(ii)

MEMO

From Director of ABC
Ref. (38) in ABC CR/6-60/2
Tel. No. 2345 XXXX
Fax No. 2345 XXXX
Date 3 September YYYY

To Government Records Service Director
(Attn. : Public Records Office)
Your Ref. in
Dated **Fax No.** 2142 5756
Total Pages 2+1

Disposal of Classified Administrative Records under the GARDS
Concerning Records Requiring Appraisal by
the Public Records Office of GRS

I should be grateful for your agreement to dispose of the following *classified* administrative records according to the General Administrative Records Disposal Schedules (GARDS) -

Subject Matter (subject/records group in GARDS)	Quantity of Records # (No. of files & linear metres)		In Compliance with Items in GARDS	Disposal Remarks in GARDS	Covering Period (Date opened & closed)	Action Completion Date
	All records in the group	40 years old records*				
Committees, Councils and Commissions	4 files (0.3 lm)	1 file (0.1 lm)	1-55 (Routine)	3 years P	16.02.1970- 30.04.2008	30.04.2008
Accommodation- Security	1 file (0.04 lm)	0	2-30 (Policy)	5 years P	21.07.2000- 25.05.2006	25.05.2006
Legislation	1 file (0.1 lm)	0	1-10 (Policy)	5 years P	03.06.2000- 15.12.2007	15.12.2007

The total quantity of the above records is 6 files in 0.44 linear metres. The complete list of the records is provided at the *Appendix*.

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2. I confirm that (a) the retention and disposal requirements specified in GARDS, and any governing legislation and relevant government regulations/circulars have been complied with; (b) there is no outstanding action on any of the records listed above; and (c) the disposal of records listed above has been considered and endorsed by an officer not below the rank of Senior Executive Officer or equivalent according to paragraph 17 of General Circular No. 2/2009.

3. For enquiries, please contact [XXXXXX](#) at [2345 XXXX](#).

([XXXXXX](#))
for [Director of ABC](#)

For electronic records, please indicate quantity of records in “no. of records and megabytes”
e.g. 100 records in 1.5MB

* “40 years old records” refer to the records created 40 years ago or earlier, and their subsequent parts.

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Appendix

List(s) of Classified Administrative Records for Appraisal by PRO of GRS

- (a) Please list the records/files separately according to the subject group and records group/item of records group in the GARDS mentioned in the memo.
- (b) Please indicate the records/files created 40 years ago or earlier, and their subsequent parts in the column "40 years old records" by a tick (√).

Subject Group and Records Group/Item of Records Group in GARDS (the relevant code number):

Committees, Councils and Commissions (1-55)-Routine records

Reference No.	Record or File Title	Covering Period	40 years old records
KE 22/5/C	Welfare Meeting	16.02.1970 - 13.09.1978	√
KE 22/6/12/C Pt.3	Sai Kung Area Committee	18.05.1998 - 30.09.2007	
KE 22/10/10/C Pt.18	Sai Kung District - DMC	28.11.2002 - 30.04.2008	
KE 22/10/27/C Pt.3	Community Building & Social Services	29.01.2003 - 25.09.2007	

Accommodation-Security (2-30)-Policy records

Reference No.	Record or File Title	Covering Period	40 years old records
KE 87/1/C Pt.3	Building Security - Policy	21.07.2000 - 25.05.2006	

Legislation (1-10)-Policy records

Reference No.	Record or File Title	Covering Period	40 years old records
KT 35/6/C I	Personal Data (Privacy) Ordinance	03.06.2000 - 15.12.2007	

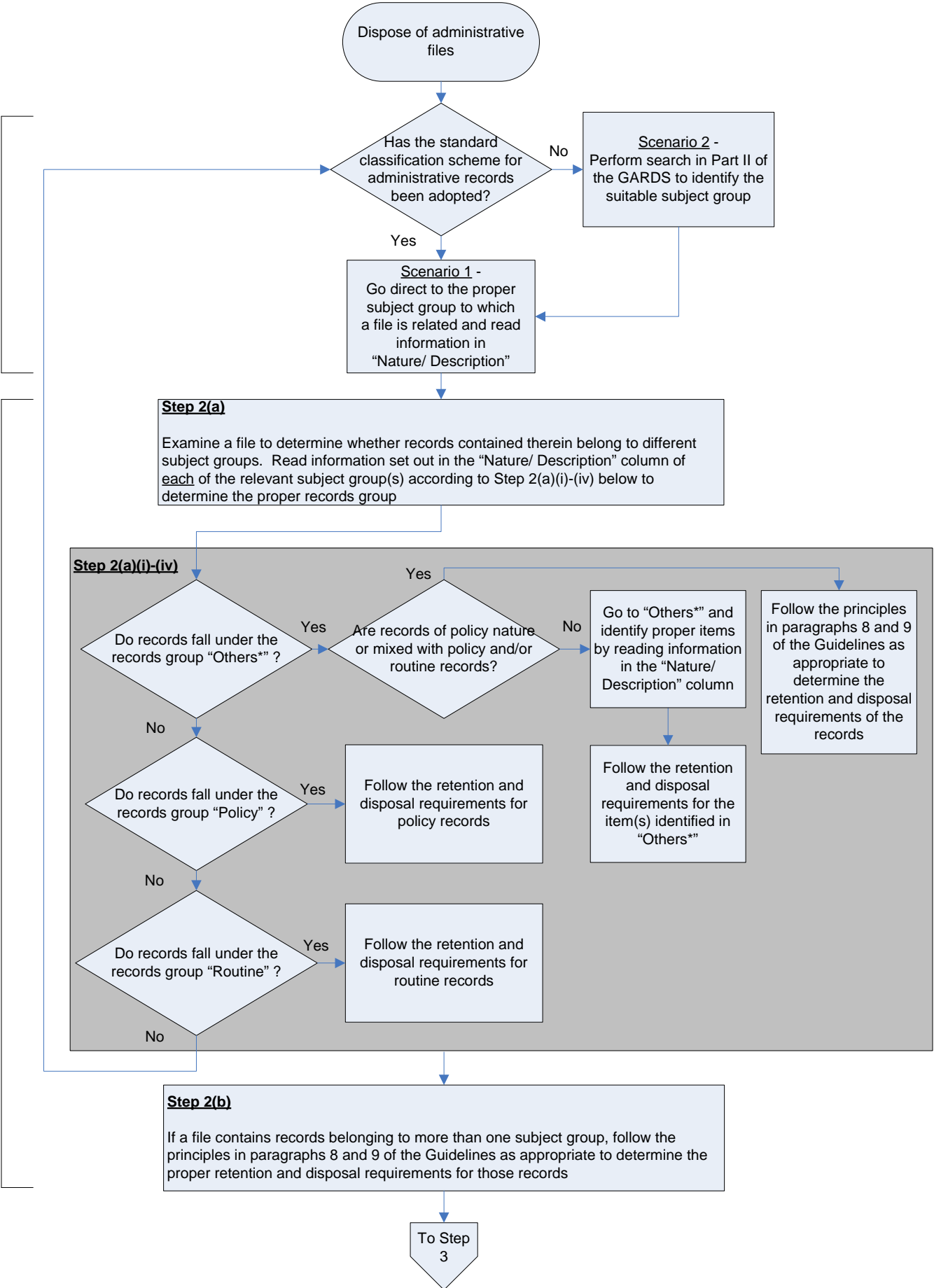
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A Flowchart Illustrating the Application of Procedures in the Guidelines on Using the GARDS to Dispose of Administrative Records

Stage 1 - Identify and Determine the Proper Retention and Disposal Requirements for Administrative Records

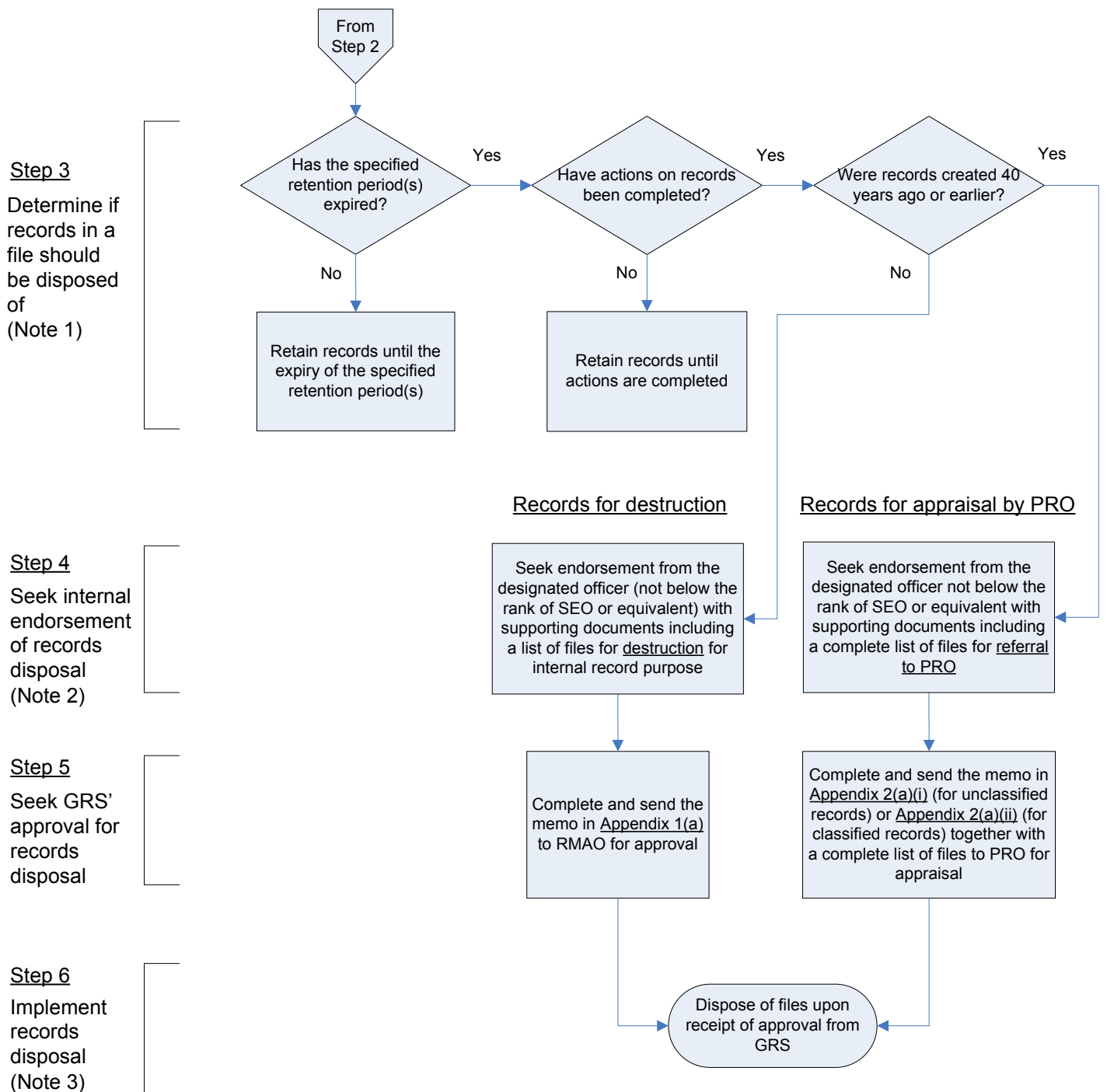
Step 1
Match files to proper subject group(s) in the GARDS

Step 2
Identify and determine retention periods and disposal actions



* Others = Others with specific retention and disposal requirements

Stage 2 - Disposal of Time-Expired Administrative Records



Note 1: Subject officers may need to be consulted to confirm whether there are still outstanding actions on the records.

Note 2: Seek endorsement from a director officer in writing if there are valid reasons to defer transfer of time-expired files having archival value or potential value to PRO of GRS for retention or appraisal (i.e. disposal actions indicated as "P" or "SOP" in the GARDS and records created 40 years ago or earlier) by more than two years upon the expiry of the specified retention periods in accordance with paragraph 17 of General Circular No. 2/2009 on "Mandatory Records Management Requirements". Such cases should be brought up to the directorate officer for direction during the next disposal exercise.

Note 3: (i) To minimise the risk of inadvertent unauthorised destruction of records during the disposal process, B/Ds should designate an officer not below the rank of Executive Officer II or equivalent to ensure that the disposal process is properly supervised and the records disposal procedures as set out in Appendix IV to General Circular No. 2/2009 on "Mandatory Records Management Requirements" are complied with; and

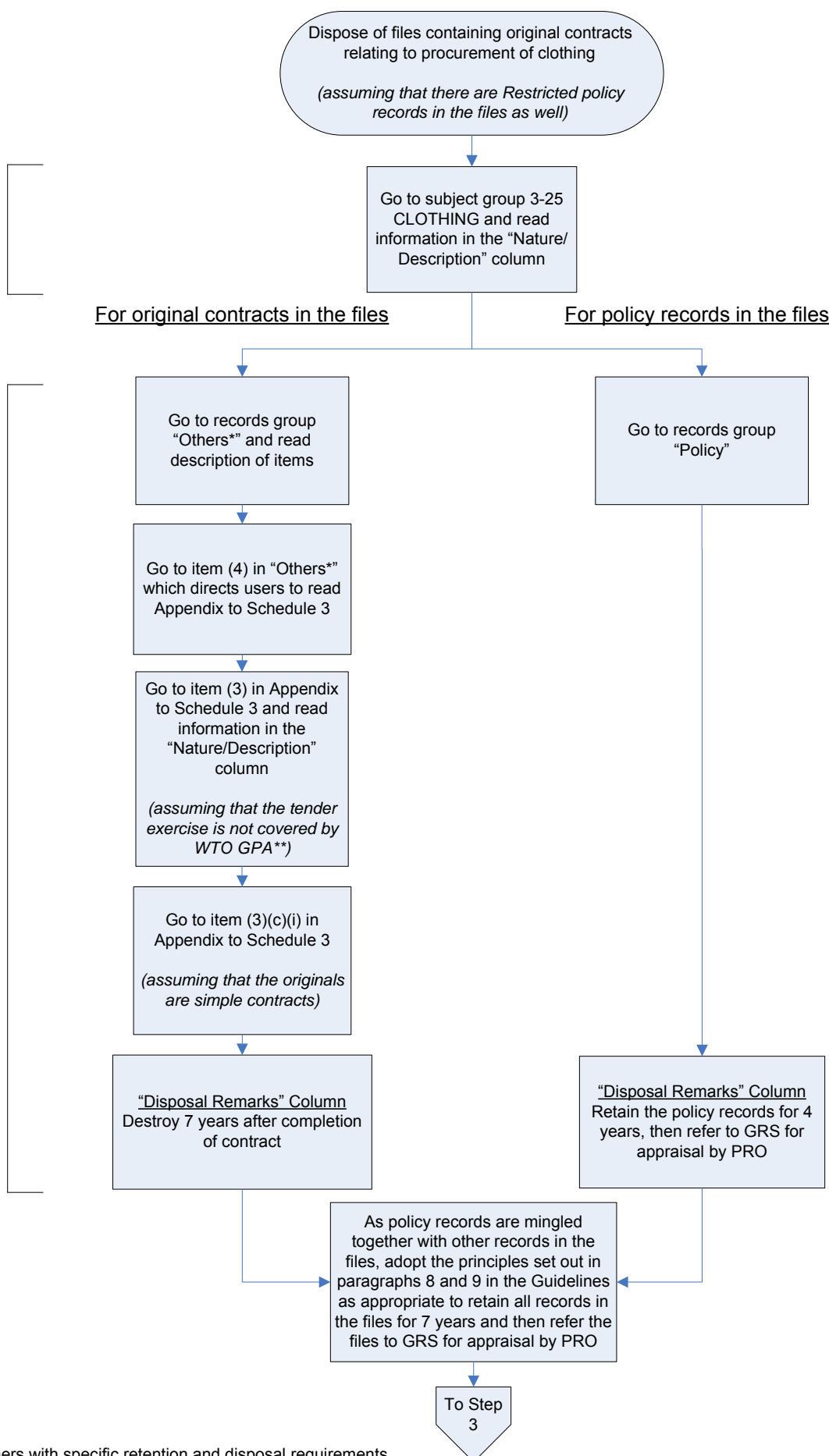
(ii) B/Ds are required to retain the list of disposed files permanently for record purpose.

Example 1 - Disposal of Files Containing Original Contracts Relating to Procurement of Clothing

Stage 1 - Identify and Determine the Proper Retention and Disposal Requirements for Administrative Records

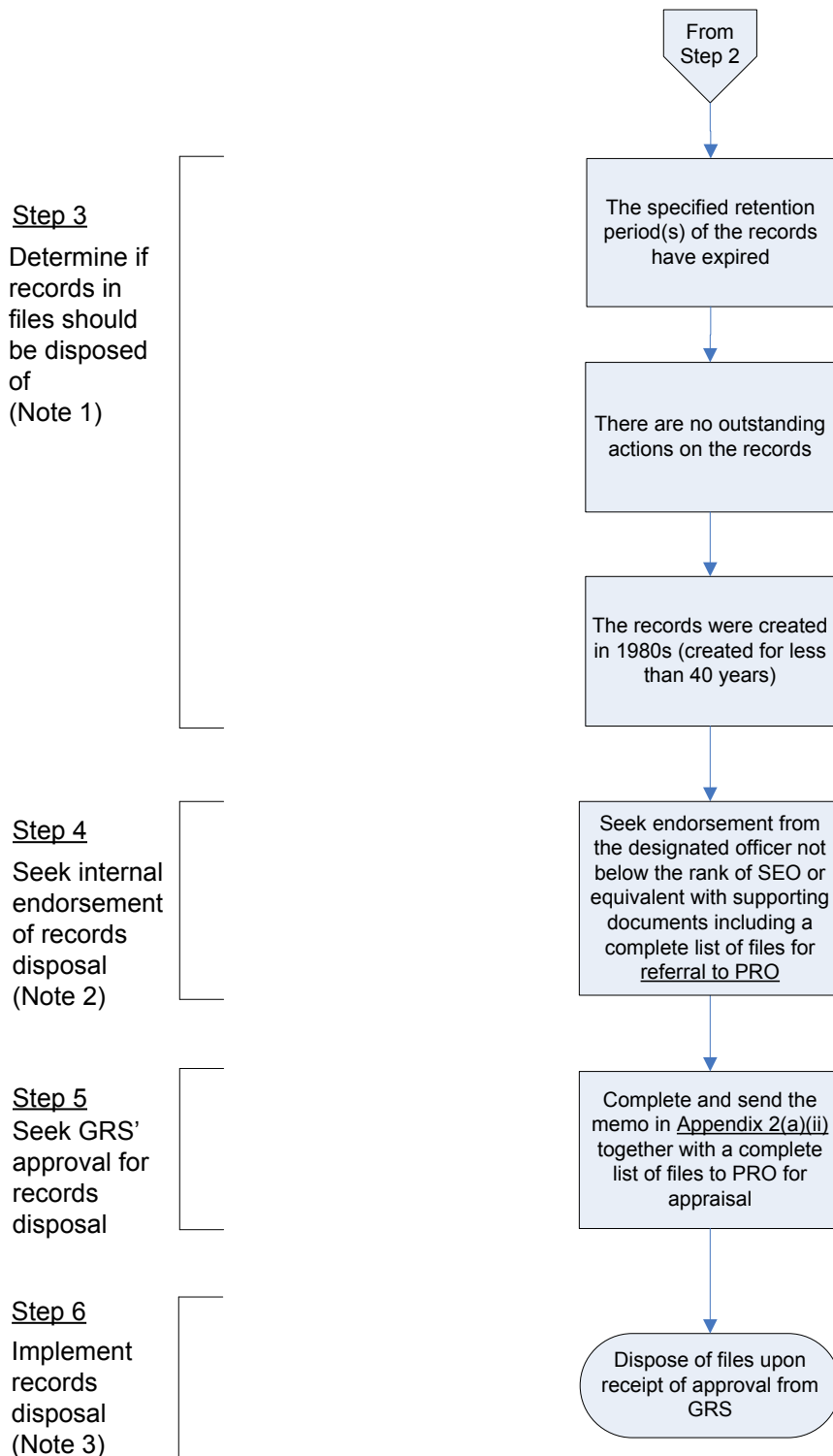
Step 1
Match files to proper subject group(s) in the GARDS

Step 2
Identify and determine retention periods and disposal actions



* Others = Others with specific retention and disposal requirements
 ** WTO GPA = World Trade Organization Agreement on Government Procurement

Stage 2 - Disposal of Time-Expired Administrative Records



Note 1: Subject officers may need to be consulted to confirm whether there are still outstanding actions on the records.

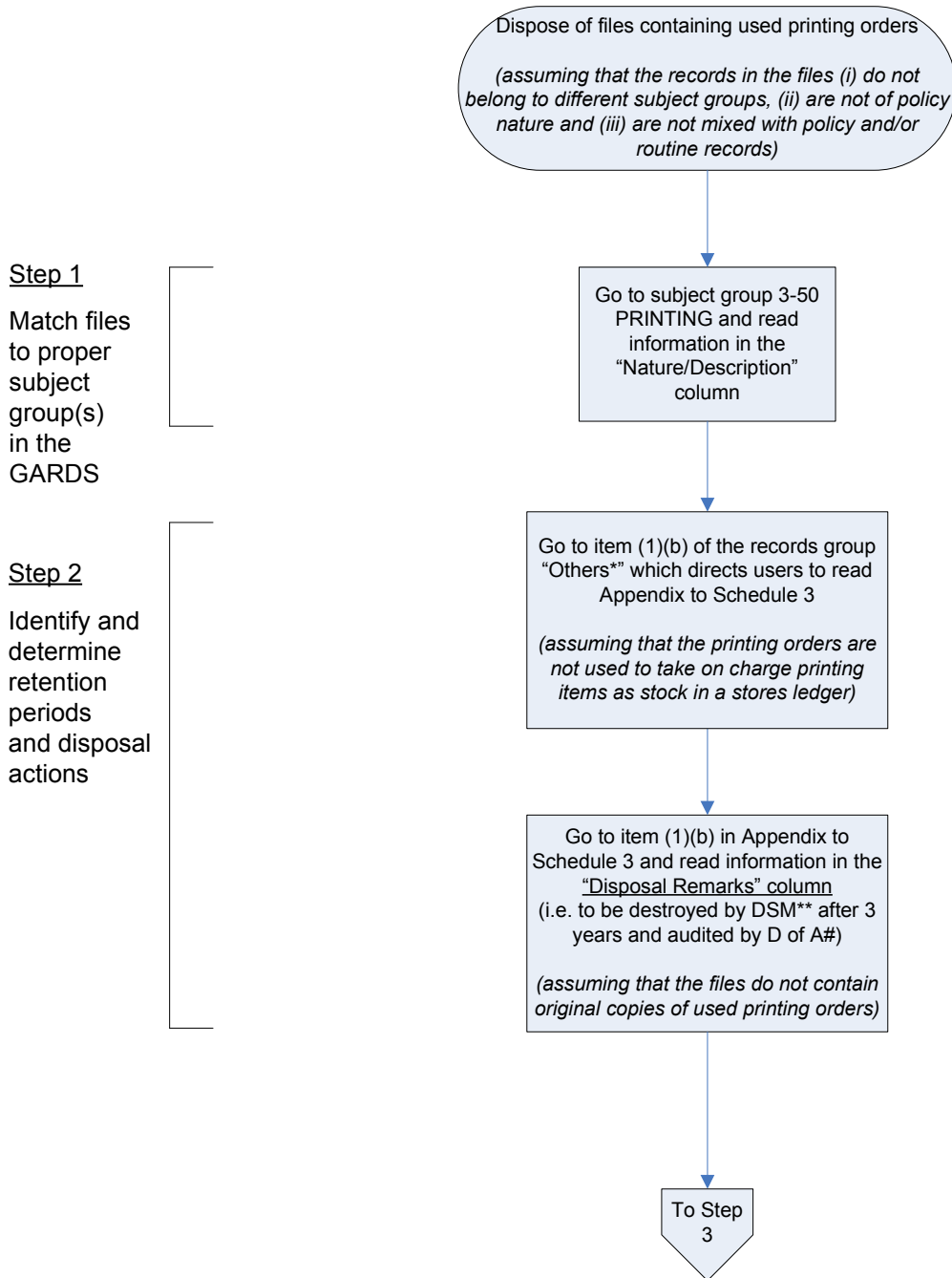
Note 2: Seek endorsement from a director officer in writing if there are valid reasons to defer transfer of time-expired files having archival value or potential value to PRO of GRS for retention or appraisal (i.e. disposal actions indicated as "P" or "SOP" in the GARDS and records created 40 years ago or earlier) by more than two years upon the expiry of the specified retention periods in accordance with paragraph 17 of General Circular No. 2/2009 on "Mandatory Records Management Requirements". Such cases should be brought up to the directorate officer for direction during the next disposal exercise.

Note 3: (i) To minimise the risk of inadvertent unauthorised destruction of records during the disposal process, B/Ds should designate an officer not below the rank of Executive Officer II or equivalent to ensure that the disposal process is properly supervised and the records disposal procedures as set out in Appendix IV to General Circular No. 2/2009 on "Mandatory Records Management Requirements" are complied with; and

(ii) B/Ds are required to retain the list of disposed files permanently for record purpose.

Example 2 – Disposal of Files Containing Used Printing Orders (GF 3 and GF 3A)

Stage 1 - Identify and Determine the Proper Retention and Disposal Requirements for Administrative Records

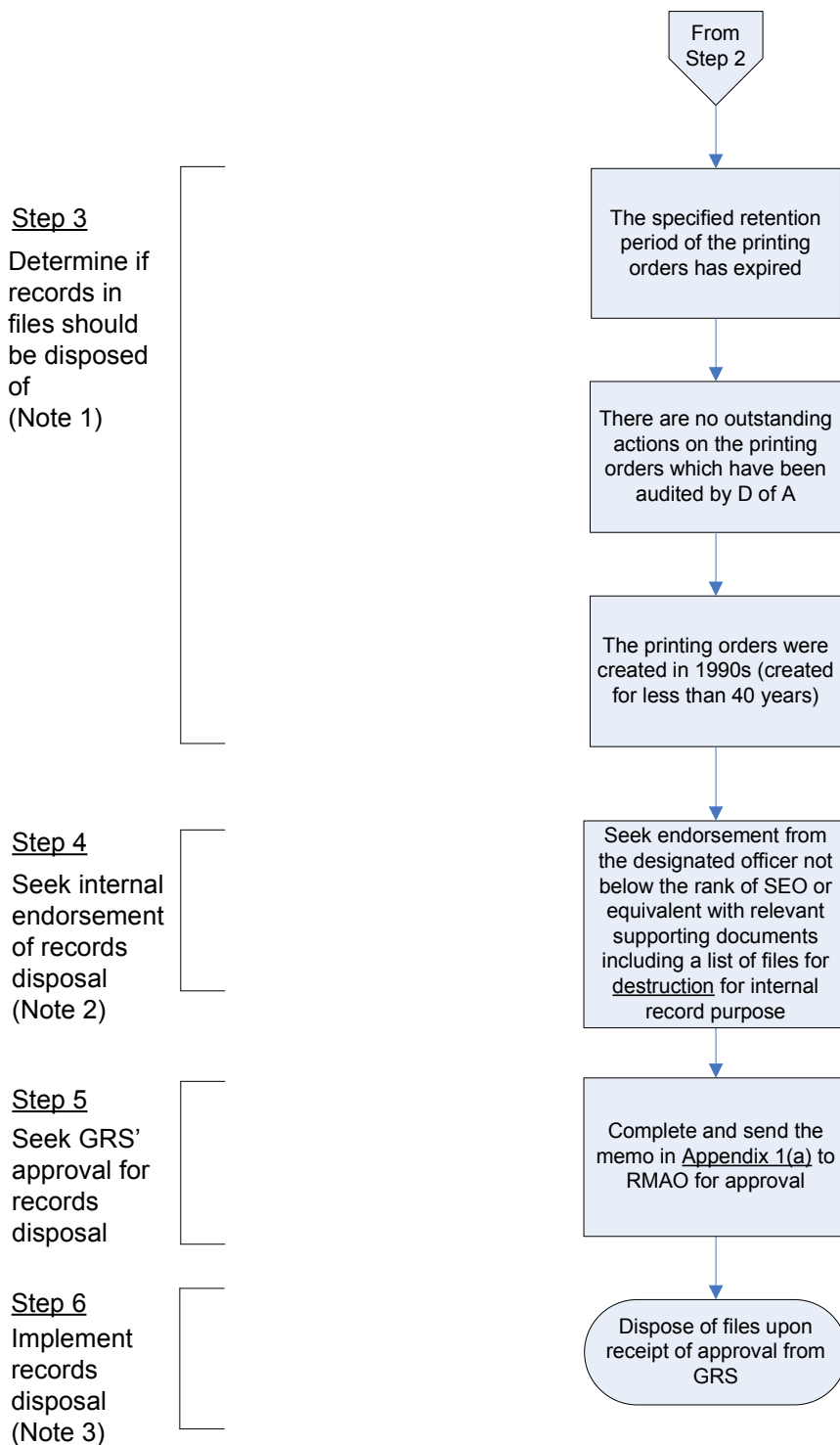


* Others = Others with specific retention and disposal requirements

** DSM = Departmental Stores Manager

D of A = Director of Audit

Stage 2 - Disposal of Time-Expired Administrative Records



Note 1: Subject officers may need to be consulted to confirm whether there are still outstanding actions on the records.

Note 2: Seek endorsement from a director officer in writing if there are valid reasons to defer transfer of time-expired files having archival value or potential value to PRO of GRS for retention or appraisal (i.e. disposal actions indicated as "P" or "SOP" in the GARDS and records created 40 years ago or earlier) by more than two years upon the expiry of the specified retention periods in accordance with paragraph 17 of General Circular No. 2/2009 on "Mandatory Records Management Requirements". Such cases should be brought up to the directorate officer for direction during the next disposal exercise.

Note 3: (i) To minimise the risk of inadvertent unauthorised destruction of records during the disposal process, B/Ds should designate an officer not below the rank of Executive Officer II or equivalent to ensure that the disposal process is properly supervised and the records disposal procedures as set out in Appendix IV to General Circular No. 2/2009 on "Mandatory Records Management Requirements" are complied with; and

(ii) B/Ds are required to retain the list of disposed files permanently for record purpose.