



MEMO

From Government Records Service Director

To Permanent Secretaries and
Heads of Departments

Ref. (35) *in* GRS RSDO/206/4 Pt 12

(**Attn.:** Departmental Records Managers)

Tel. No. 2195 7790

Your Ref. *in*

Fax No. 2463 5200

dated **Fax No.**

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Total pages 30

Updated Schedule 2 of General Administrative Records Disposal Schedules (Records Management Publication No. 4)

Purpose

This memorandum promulgates the updated **Schedule 2 - Accommodation and Facilities** of the **General Administrative Records Disposal Schedules (GARDS)** (i.e. Records Management Publication No. 4).

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 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. As mentioned in my memo ref (11) in GRS RSDO/206/4 IX dated 29 December 2010, GRS has adopted a phased approach to updating the six schedules of the GARDS. The aim is to incorporate updated records retention and disposal

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: Information Systems and Services.

requirements prescribed in prevailing legislations, and various government regulations, circulars and directives as well as to reflect the prevailing archival need for preserving administrative records with historical value. The updated Part I - Explanatory Notes, Schedules 3 and 4 of the GARDS were promulgated on 29 December 2010 and the updated Schedule 5 was promulgated on 29 December 2011. For the remaining schedules, we will let B/Ds have the respective updated versions once they are available.

Updated Schedule 2

4. We are pleased to advise that review and updating of **Schedule 2** of the GARDS dealing with retention and disposal of records relating to accommodation and facilities has been completed. The updated Schedule 2 and a summary of major amendments are now attached at **Appendix I** and **Appendix II** respectively for reference.

5. The retention and disposal requirements of a number of records groups in Schedule 1 of the GARDS are cross referenced to those set out in Schedule 2. To align with the revisions made in the updated Schedule 2, we have updated those cross references and listed in the reference table at **Appendix III**. For the sake of completeness, the reference table also includes cross references of Schedules 1 and 6 to the updated Schedules 3, 4 and 5. We will suitably revise the cross-references stated in Schedules 1 and 6 when they are updated.

Alignment with Other Schedules in the GARDS

6. Schedules 1 and 6 of the GARDS will be updated and promulgated in due course. Meanwhile, B/Ds should note that there may be inconsistencies in the retention and disposal requirements for certain records types between the updated Schedules (Schedules 2, 3, 4 and 5) and the other Schedules of the GARDS. In case of doubts, B/Ds should seek advice from GRS.

Enquiries

7. Should you have any enquiries on 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 relevant documents (including all the appendices above) are also accessible at the Central Cyber Government Office (<http://grs.host.ccgo.hksarg/pub4.htm>).

(Miss Ruby AU)
for Government Records Service Director

Encl.

SCHEDULE 2 - ACCOMMODATION AND FACILITIES

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

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

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

This Schedule DOES NOT COVER:

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

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

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

2-5 ACCOMMODATION

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

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

P = Refer to GRS for appraisal by PRO

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

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

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

2-10 ACCOMMODATION - ACQUISITION AND DISPOSAL

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

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

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

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2-15 ACCOMMODATION - BUILDING MANAGEMENT

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

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

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

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

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2-20 ACCOMMODATION - DAMAGE

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

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

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2-25 ACCOMMODATION - FITTING OUT AND REPAIRS

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

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

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

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2-30 ACCOMMODATION - SECURITY

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

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

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

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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.*)

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

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

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2-35 COMMUNICATION SYSTEMS

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

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

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

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2-40 COMMUNICATION SYSTEMS - INSTALLATION AND DISPOSAL

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

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

P = Refer to GRS for appraisal by PRO

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

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2-45 COMMUNICATION SYSTEMS - MAINTENANCE AND REPAIRS

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

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

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

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2-50 UTILITIES AND BUILDING SERVICES FACILITIES

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

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

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2-55 UTILITIES AND BUILDING SERVICES FACILITIES - INSTALLATION AND DISPOSAL

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

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

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

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

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

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

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Endnotes to Schedule 2

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

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

Appendix to Schedule 2

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

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

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

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

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

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Summary of Major Amendments to Schedule 2 - Accommodation and Facilities

1. Updating records retention and disposal requirements according to prevailing government regulations, circulars, directives, etc.

The retention and disposal requirements stipulated in Schedule 2 have been reviewed and updated as appropriate in accordance with the prevailing relevant government regulations, circulars, directives, etc. as far as possible. They include the following -

- (a) Standing Accounting Instructions 225 and 230; and
- (b) Accounting Circular No. 9/2005 entitled “Proper Maintenance and Retention of Accounting Books and Records”.

2. Updating records disposal actions to incorporate prevailing archival requirements

The retention periods and/or disposal requirements of records belonging to the following subject groups have been revised as follows -

- (a) records relating to historical sites and buildings under subject groups 2-15 ACCOMMODATION - BUILDING MANAGEMENT and 2-20 ACCOMMODATION - DAMAGE have been grouped under “Others with specific retention and disposal requirements” and the disposal remarks of these records should be “Retain for 3 years, then P” as set out in the Appendix; and
- (b) the disposal remark of policy records under subject group 2-10 ACCOMMODATION - ACQUISITION AND DISPOSAL has been revised from “7 years P” to “5 years P”.

3. Re-titling subject groups

The titles of the following subject groups have been renamed to better reflect their coverage of records but the subject codes remain unchanged -

	Original title	Revised title
2-25	ACCOMMODATION - FITTING OUT	ACCOMMODATION - FITTING OUT AND REPAIRS
2-45	COMMUNICATION SYSTEMS - MAINTENANCE	COMMUNICATION SYSTEMS - MAINTENANCE AND REPAIRS
2-50	UTILITIES	UTILITIES AND BUILDING SERVICES FACILITIES
2-55	UTILITIES - INSTALLATION AND DISPOSAL	UTILITIES AND BUILDING SERVICES FACILITIES - INSTALLATION AND DISPOSAL
2-60	UTILITIES - MAINTENANCE	UTILITIES AND BUILDING SERVICES FACILITIES - MAINTENANCE AND REPAIRS

4. Updating scope notes

The scope notes of a number of subject groups such as 2-15 ACCOMMODATION - BUILDING MANGEMENT have been revised and updated to enhance consistency among different subject groups and 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” to facilitate B/Ds’ identification of the relevant records for disposal.

5. Adding a new appendix on retention and disposal requirements of common record types

A new Appendix has been added to Schedule 2 setting out the retention and disposal requirements for record types such as complaint records common to different subject groups in the Schedule.

6. Adding a new records group setting out retention and disposal requirements for records containing personal data

We have added a new records group for records containing personal data, e.g. attendance records of workers of a cleansing contractor and visitors’ log book. This records group has been put under the Appendix.

**Updated Cross-references of “Disposal Remarks” in yet-to-be-updated Schedules 1 and 6
to the Updated Schedules 2, 3, 4 and 5 of the GARDS**

This appendix provides updated cross-references of relevant items in yet-to-be-updated Schedules 1 and 6 to the updated Schedules 2, 3, 4 and 5.

SCHEDULE 1 - ADMINISTRATION

* “Others” denote records group “*Others with specific retention and disposal requirements*” in the GARDS.

Subject Group/Code	Records Group/Item No.	Cross-references Stated in Existing Disposal Remarks	Revised Cross-references to the Updated Schedules 2, 3, 4, 5 and their Appendices^{Note}
1-5 ACCIDENTS	Others* (2) - Records involving damage to properties	See 2-20 ACCOMMODATION - DAMAGE	See 2-20 ACCOMMODATION - DAMAGE in updated Schedule 2
	Others (3) (a) - Records involving personal injuries of Government employees	See 5-5 ACCIDENTS AND INJURIES	See item (1) in Others of 5-5 ACCIDENTS AND INJURIES in updated Schedule 5
	Others (4) - Financial records relating to damage and injuries	See 4-15 ACCOUNTS PAYABLE; and 4-20 ACCOUNTS RECEIVABLE	See items (1) - (3) in Appendix to updated Schedule 4

Subject Group/Code	Records Group/Item No.	Cross-references Stated in Existing Disposal Remarks	Revised Cross-references to the Updated Schedules 2, 3, 4, 5 and their Appendices^{Note}
1-30 CAFETERIAS AND EATING FACILITIES	Others (2) - Design and fitting out	See 2-25 ACCOMMODATION - FITTING OUT	See 2-25 ACCOMMODATION - FITTING OUT AND REPAIRS in updated Schedule 2
	Others (3) - Purchase of equipment and supplies	See 3-15 CANTEEN AND PANTRY EQUIPMENT AND SUPPLIES	See 3-15 CANTEEN AND PANTRY EQUIPMENT AND SUPPLIES in updated Schedule 3
1-70 COMPLAINTS	Others (1) - Accommodation related	See 2-5 ACCOMMODATION	See item (3) in Appendix to updated Schedule 2
	Others (2) - Equipment related	See 3-5 EQUIPMENT, SUPPLIES AND SERVICES	See item (10) in Appendix to updated Schedule 3
	Others (3) - Staff complaints	See 5-75 STAFF RELATIONS - APPEALS AND GRIEVANCES	See 5-75 STAFF RELATIONS - APPEALS AND GRIEVANCES in updated Schedule 5

Subject Group/Code	Records Group/Item No.	Cross-references Stated in Existing Disposal Remarks	Revised Cross-references to the Updated Schedules 2, 3, 4, 5 and their Appendices^{Note}
1-75 CONFERENCES AND SEMINARS	Others (2) - Travel allowance	See 4-30 ALLOWANCES	See 4-30 ALLOWANCES in updated Schedule 4
	Others (3) - Travel expense claims	See 4-50 CLAIMS	See item (2) in Others of 4-50 CLAIMS in updated Schedule 4
1-100 GIFTS AND DONATIONS	Others (1) - Financial records	See 4-65 GRANTS AND FUNDS	See 4-65 GRANTS AND FUNDS in updated Schedule 4
1-140 OFFICIAL LANGUAGES	Others (2) - Training related	See 5-95 TRAINING AND DEVELOPMENT	See 5-95 TRAINING AND DEVELOPMENT in updated Schedule 5
1-160 REPORTS AND STATISTICS	Others - Staff Statistics	See 5-87 STAFF STATISTICAL RECORDS	See Appendix B to updated Schedule 5

Subject Group/Code	Records Group/Item No.	Cross-references Stated in Existing Disposal Remarks	Revised Cross-references to the Updated Schedules 2, 3, 4, 5 and their Appendices^{Note}
1-190 SECURITY	Others (3) - Clearance and reliability checks of staff	See 5-85 STAFF SECURITY	See item (1) in Others of 5-85 STAFF SECURITY / INTEGRITY CHECK in updated Schedule 5
	Others (4) - Security of buildings	See 2-30 ACCOMMODATION - SECURITY	See 2-30 ACCOMMODATION - SECURITY in updated Schedule 2
	Others (7) - Building damage by (6)	See 2-20 ACCOMMODATION - DAMAGE	See 2-20 ACCOMMODATION - DAMAGE in updated Schedule 2
1-200 VISITS AND TOURS	Others (3) - Travel allowance	See 4-30 ALLOWANCES	See 4-30 ALLOWANCES in updated Schedule 4
	Others (4) - Travel expenses claims	See 4-50 CLAIMS	See item (2) in Others of 4-50 CLAIMS in updated Schedule 4

SCHEDULE 6 - INFORMATION SYSTEMS AND SERVICES

Subject Group/Code	Records Group/Item No.	Cross-references Stated in Existing Disposal Remarks	Revised Cross-references to the Updated Schedules 2, 3, 4, 5 and their Appendices^{Note}
6-15 ELECTRONIC DATA PROCESSING MANAGEMENT	Others (4) - Purchase, services and maintenance	See 3-30 COMPUTER EQUIPMENT AND SUPPLIES	See 3-30 COMPUTER EQUIPMENT AND SUPPLIES in updated Schedule 3
6-35 INFORMATION SERVICES - BOOKS AND PUBLICATIONS	Others (7) - Printing Orders (GF 3 and GF 3A)	See 3-5 EQUIPMENT, SUPPLIES AND SERVICES	See item (1) in Others of 3-50 PRINTING in updated Schedule 3
6-55 LIBRARY SERVICES	Others (1) - Accession Register (GF 39) [#]	See 3-5 EQUIPMENT, SUPPLIES AND SERVICES	See item (1) in Appendix to updated Schedule 3

GF 39 is one of the control-numbered forms covered by SPR 675.

Subject Group/Code	Records Group/Item No.	Cross-references Stated in Existing Disposal Remarks	Revised Cross-references to the Updated Schedules 2, 3, 4, 5 and their Appendices ^{Note}
6-55 LIBRARY SERVICES	Others (3) - Financial records	See 4-15 ACCOUNTS PAYABLE; and 4-20 ACCOUNTS RECEIVABLE	See items (1) - (3) in Appendix to updated Schedule 4

Note

For records common to different subject groups in **Schedules 2, 3, 4 and 5**, their retention and disposal requirements are detailed in the respective appendices to the schedules (i.e. **Appendix to Schedule 2, Appendix to Schedule 3, Appendix to Schedule 4** and **Appendices A & B to Schedule 5**) unless otherwise specified in individual subject groups.