



MEMO

From Government Records Service Director

To Permanent Secretaries and
Heads of Departments

Ref. (59) *in* GRS RSDO/206/4 Pt 13

(*Attn.:* Departmental Records Managers)

Tel. No. 2195 7790

Your Ref. *in*

Fax No. 2463 5200

dated *Fax No.*

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Total pages 31

Updated Schedule 6 of General Administrative Records Disposal Schedules (Records Management Publication No. 4)

Purpose

This memorandum promulgates the updated **Schedule 6 - Management of Information, Information Services and Information Technology** (previously known as “Information Systems and Services”) 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.

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 (previously known as Information Systems and Services).

Updating of the General Administrative Records Disposal Schedules

3. As mentioned in our memos promulgating the updated Schedules 2, 3, 4 and 5 respectively, GRS has adopted a phased approach to update the six schedules of the GARDS. The aim is to incorporate updated records retention and disposal 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. Part I - Explanatory Notes and Schedules 2, 3, 4 and 5 have been updated and provided to B/Ds. They are also accessible at the Central Cyber Government Office (CCGO) (<http://grs.host.ccgohksarg/pub4.htm>). For the remaining Schedules 1 and 6, the respective updated versions will be provided to B/Ds once they are available.

Updated Schedule 6

4. We are pleased to advise that review and updating of **Schedule 6** of the GARDS dealing with retention and disposal of records relating to management of information, information services and information technology has been completed. The updated Schedule 6 and a summary of major amendments are 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 - Administration** (yet to be updated) of the GARDS are cross-referenced to those set out in Schedule 6. To align with the revisions made in the updated Schedule 6, we have updated those cross references and listed in the reference table ----- attached at **Appendix III**. For the sake of completeness, the reference table also includes cross references of Schedule 1 to the updated Schedules 2, 3, 4 and 5. We will suitably revise the cross-references stated in Schedule 1 when it is updated. The plan is to promulgate the updated Schedule 1 in 2013.

Alignment with Other Schedules in the GARDS

6. Schedule 1 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, 5 and 6) and the existing Schedule 1 of the GARDS. In case of doubts, B/Ds may 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 CCGO (<http://grs.host.cngo.hksarg/pub4.htm>).

(Miss Ruby AU)
for Government Records Service Director

Encl.

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

Schedule 6 is concerned with records relating to -

- (a) management of information and records including creation, collection, classification, organisation, storage, retrieval and access, use, retention and disposal, and preservation of information and records;
- (b) various information services common to government bureaux and departments, including handling requests for access to information and personal data, internal library services, activities and projects of public and media relations, and development of government publications; and
- (c) application and use of information technology including development of computer systems to support business operations, delivery of public services, management of information, etc.

This schedule **DOES NOT COVER:**

- (a) records relating to procurement and supplies matters (other than those relating to library materials and supplies specified in Schedule 6) including procurement and maintenance of computer systems and equipment which are dealt with in **Schedule 3: PROCUREMENT AND SUPPLIES**; and
- (b) financial records arising from the purchase of equipment and supplies including procurement and maintenance of computer systems and equipment which are dealt with in **Schedule 4: FINANCE AND ACCOUNTING**.

6-5 ACCESS

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

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

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

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.*)

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

- 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.*)

6-10 ARCHIVES

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

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

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6-15 INFORMATION TECHNOLOGY AND COMPUTER SYSTEMS

For records relating to policies, procedures and routine matters regarding the use and application of information technology (IT), including IT standards, practices, infrastructure, networking, IT security, departmental websites, etc. that are **not covered by other subject groups in this Schedule.**

This subject group also covers records relating to the design, development, implementation, governance and system administration of computer systems that are not covered by other subject groups in this Schedule.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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6-20 INFORMATION SERVICES

For records relating to policies, procedures and routine matters regarding administration of public relations, public affairs, media relations, customer relationship, publicity, etc. **not covered by subject groups 6-25 to 6-50 in this Schedule.**

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

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

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

6-25 INFORMATION SERVICES - ADVERTISING

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

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

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

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

6-30 INFORMATION SERVICES - AUDIOVISUAL AIDS

For records relating to policies, procedures and routine matters regarding administration and production of photographs, video recordings, motion pictures, slide shows, miscellaneous audiovisual aids, etc.

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

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

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6-35 INFORMATION SERVICES - BOOKS AND PUBLICATIONS

For records relating to policies, procedures and routine matters regarding the preparation, administration, promotion, sale, distribution, etc. of all books, brochures, pamphlets and publications^[Note 1] produced by government bureaux and departments **not covered by other subject groups in these schedules.**

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

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

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

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

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

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

6-40 INFORMATION SERVICES - EXHIBITIONS

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

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

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.*)

6-45 INFORMATION SERVICES - PRESS CLIPPINGS

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

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

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

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

6-50 INFORMATION SERVICES - PRESS CONFERENCES AND RELEASES

For records relating to policies, procedures and routine matters regarding the preparation, organisation, administration, etc. of press conferences and releases.

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

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

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6-55 LIBRARY SERVICES

For records relating to policies, procedures and routine matters regarding the provision of internal library or related reference services.

This subject group also covers records relating to policies, procedures and routine matters regarding the administration of departmental library including acquisition, collection development, classification and cataloguing, procurement and disposal of library materials ^[Note 1] and supplies.

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

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

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.*)

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

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

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

6-60 INFORMATION MANAGEMENT AND RECORDS MANAGEMENT

For records relating to policies, procedures and routine matters regarding information management, records management and knowledge management practised by government bureaux and departments including creation, classification, organisation, retrieval, access, tracking, storage, retention and disposal of information and records, vital records protection, etc.

This subject group also covers records relating to records management reviews/audits, security classification of information and records, data privacy and protection, management and design of departmental forms, etc.

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

P = Refer to GRS for appraisal by PRO

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

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

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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 6 - Management of Information, Information Services
and Information Technology**

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

The retention and disposal requirements stipulated in Schedule 6 have been reviewed and updated as appropriate in accordance with the prevailing relevant legislations, government regulations, circulars, directives, etc. as far as possible. They include the following -

- (a) Personal Data (Privacy) Ordinance (Cap. 486); and
- (b) Stores and Procurement Regulations 635 and 675.

A new column “Reference” has been added to list the sources of legislations, government regulations, circulars, directives, etc. that govern the retention and disposal requirements of specific records types.

2. Updating records disposal actions to incorporate prevailing archival requirements

(a) After reviewing the types of records covered by Schedule 6, GRS opines that the following records may have potential archival value therefore they should be referred to the Public Records Office of GRS for appraisal before final disposal -

- (i) Reports and papers of committees and working groups [Others¹ (1) in 6-15 INFORMATION TECHNOLOGY AND COMPUTER SYSTEMS];
- (ii) Records relating to system development and implementation [Others (2)(a) in 6-15 INFORMATION TECHNOLOGY AND COMPUTER SYSTEMS];
- (iii) Records relating to system operation procedures, guidelines, instructions and manuals [Others (4)(a) in 6-15 INFORMATION TECHNOLOGY AND COMPUTER SYSTEMS]; and

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

- (iv) Collection inventory and records relating to the classification and organisation of library materials [Others (2) in 6-55 LIBRARY SERVICES].
- (b) The disposal remarks of the following types of records have been revised from “SOP” to “Retain for 3 years, then P” -
 - (i) Files created for biographies/notes of personalities for publicity and information purposes [Others (2) in 6-20 INFORMATION SERVICES];
 - (ii) Drafts, comments and related working papers for major publications of bureaux and departments [Others (1) in 6-35 INFORMATION SERVICES - BOOKS AND PUBLICATIONS]; and
 - (iii) Routine records under 6-45 INFORMATION SERVICES - PRESS CLIPPINGS.
- (c) The disposal remark of records relating to requests for access to information pursuant to the Code on Access to Information [Others (3) in 6-5 ACCESS] has been revised from “4 years P” to “Retain for 4 years, then D”.

3. Re-titling subject groups

The titles of subject groups 6-15 ELECTRONIC DATA PROCESSING MANAGEMENT and 6-60 RECORDS MANAGEMENT have been renamed to INFORMATION TECHNOLOGY AND COMPUTER SYSTEMS and INFORMATION MANAGEMENT AND RECORDS MANAGEMENT respectively to better reflect their coverage of records.

4. Updating scope notes

The scope notes of a number of subject groups such as 6-15 INFORMATION TECHNOLOGY AND COMPUTER SYSTEMS have been revised and updated to better reflect the coverage of the subject groups and to ensure consistency among different 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 to facilitate B/Ds to identify relevant records for disposal.

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

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

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, 6 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

* “Others” denotes 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, 6 and their Appendices^{Note}
1-10 ACTS AND LEGISLATION	Others (2) - Requests for copies	See 6-35 INFORMATION SERVICES - BOOKS AND PUBLICATIONS	See item (2) in Others of 6-35 INFORMATION SERVICES - BOOKS AND PUBLICATIONS in updated Schedule 6
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
1-40 CEREMONIES AND CELEBRATIONS	Others - Photographs and audiovisual material of opening ceremonies and other special events	See 6-30 INFORMATION SERVICES - AUDIOVISUAL AIDS	See 6-30 INFORMATION SERVICES - AUDIOVISUAL AIDS in updated Schedule 6

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, 6 and their Appendices^{Note}
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
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
1-90 EMERGENCY PLANNING	Others (3) - Vital records programme	See 6-60 RECORDS MANAGEMENT	See 6-60 INFORMATION MANAGEMENT AND RECORDS MANAGEMENT in updated Schedule 6

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, 6 and their Appendices^{Note}
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
1-105 HISTORICAL MATTERS	Others (1) - Preservation of archival records	See 6-10 ARCHIVES	See 6-10 ARCHIVES in updated Schedule 6
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
1-165 REPORTS AND STATISTICS - ANNUAL	Others (3) - Annual Report of the Government	See 6-35 INFORMATION SERVICES - BOOKS AND PUBLICATIONS	See 6-35 INFORMATION SERVICES - BOOKS AND PUBLICATIONS in updated Schedule 6

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, 6 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 (5) - Security of records	See 6-60 RECORDS MANAGEMENT	See 6-60 INFORMATION MANAGEMENT AND RECORDS MANAGEMENT in updated Schedule 6
	Others (7) - Building damage by (6)	See 2-20 ACCOMMODATION - DAMAGE	See 2-20 ACCOMMODATION - DAMAGE in updated Schedule 2

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, 6 and their Appendices ^{Note}
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

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.