

# User Guide for @PRO



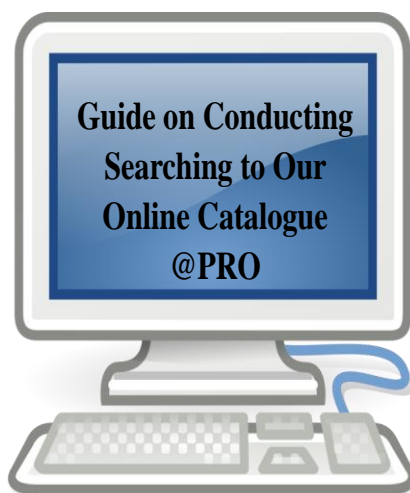
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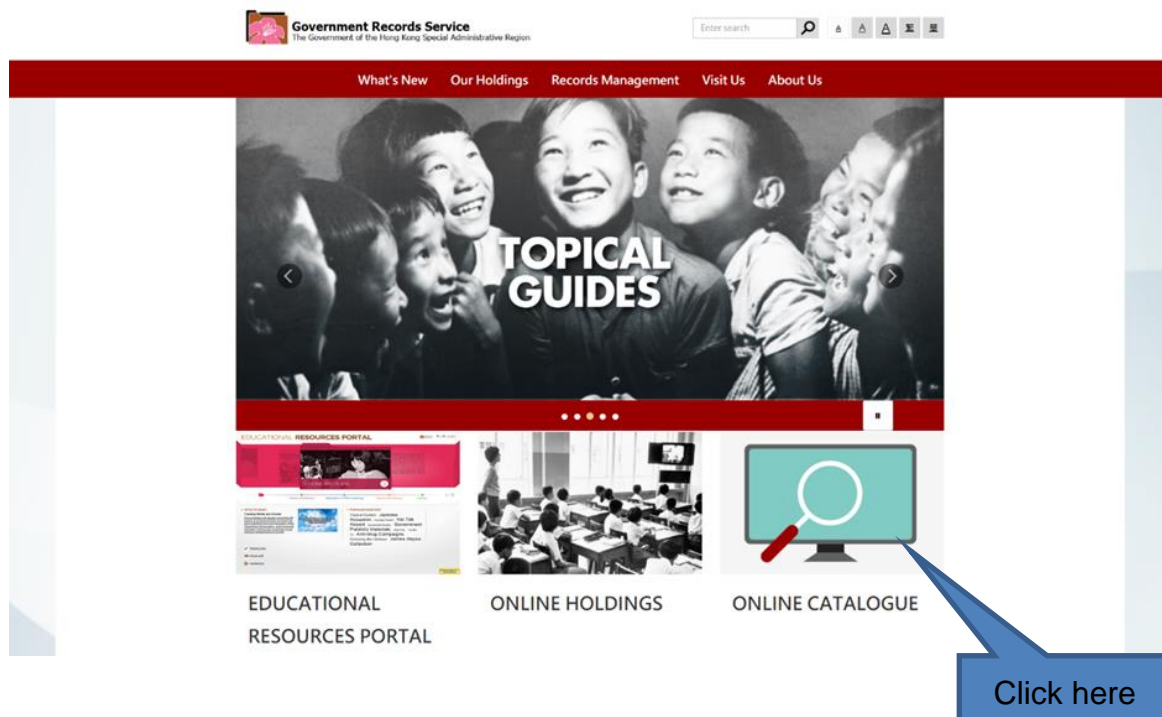
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# I. Introduction

- (1) @PRO acts as an **integrated catalogue** for searching different kinds of holdings of the Public Records Office (PRO) of Government Records Service (GRS). It also provides services for users to reserve and borrow PRO's holdings.
- (2) **Registration is required for reserving and borrowing PRO's holdings.** To register a user's account, an **email address** is necessary. **If you cannot provide an email address, please come to our Reference Services Counter** at 1/F, Hong Kong Public Records Building, 13 Tsui Ping Road, Kwun Tong, Kowloon, Hong Kong for onsite registration.
- (3) Access to archival records kept by GRS is managed through the **Public Records (Access) Rules 1996**. In general, records closed for more than 30 years or the contents of which have at any time been published or wholly disclosed to the public could be opened for public access. Access to closed records requires prior application, which is covered in Part VIII of this user guide.
- (4) First time users are recommended to read the whole user guide before using @PRO. If you are a frequent user, you may refer to relevant sections directly.
- (5) To access the online catalogue, your computer or mobile device should have latest prevailing version of Internet browser such as Microsoft Edge, Internet Explorer, Google Chrome, Safari or Firefox installed.
- (6) This user guide covers the following aspects:
  - Access Online Catalogue of @PRO
  - Maintain @PRO User's Account
  - Search Holdings
  - Manage Search Results
  - Request Holdings
  - Access to Closed Records

## II. Access Online Catalogue of @PRO

- (1) Online Catalogue of @PRO is available at the Government Records Service website ([www.grs.gov.hk](http://www.grs.gov.hk)).



- (2) The front page of Online Catalogue is as follows:

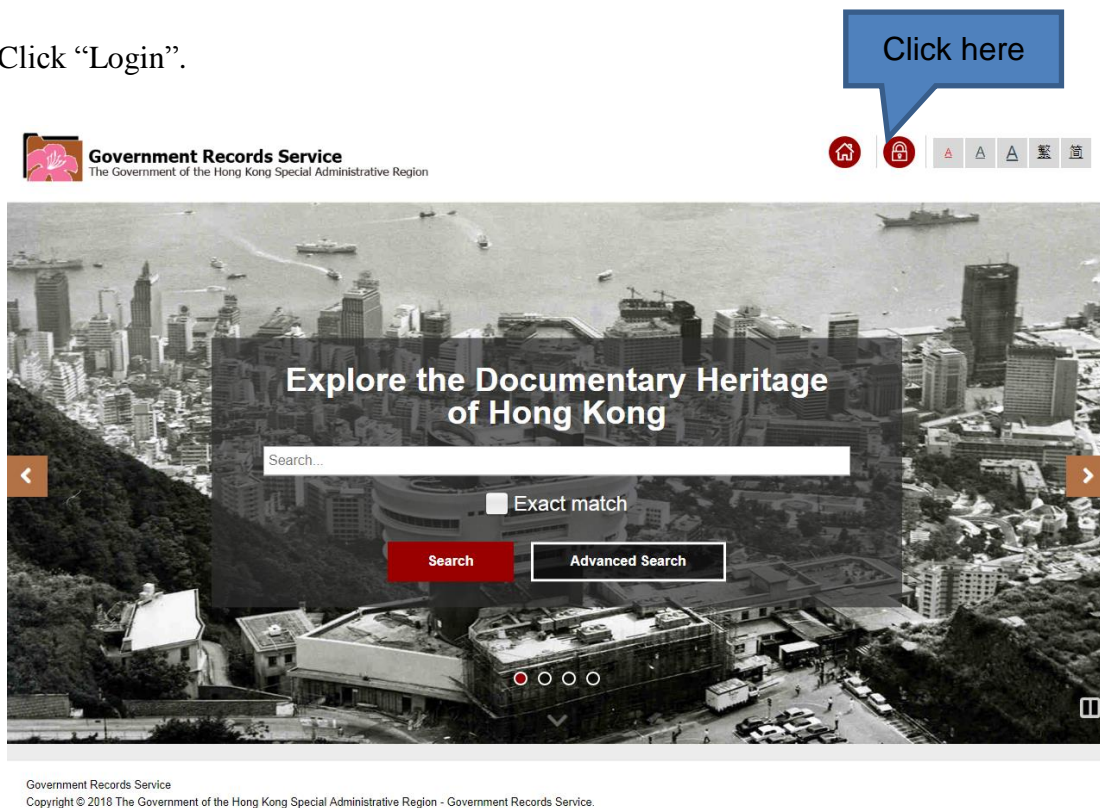


### III. Register for @PRO User's Account

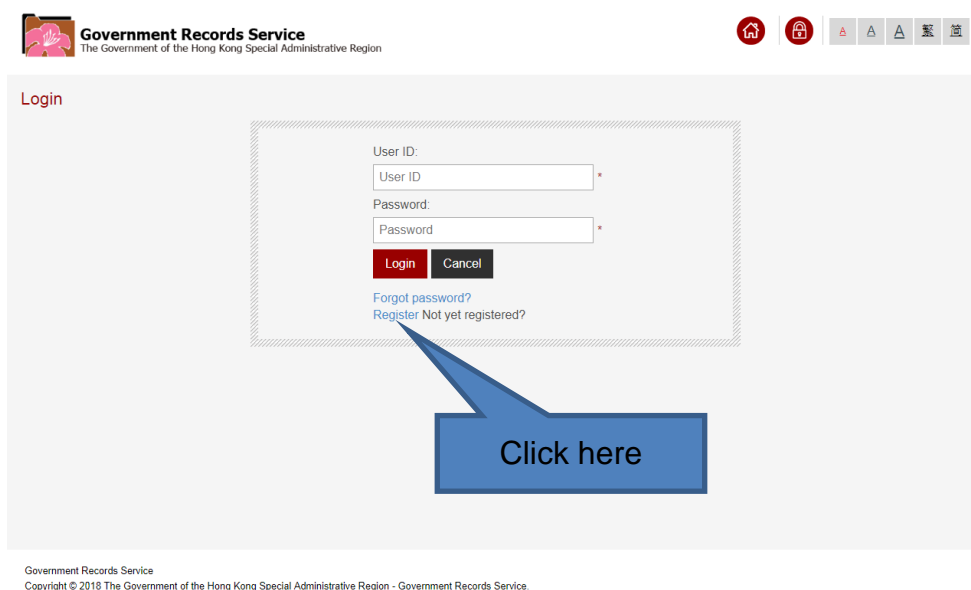
Registration for @PRO User's Account is free of charge. If you are a **new user**, see Part A. If you have already registered through our former Integrated Information Access System (IIAS) **before 17 December 2018**, see Part B.

#### A. New User


- (1) Click "Login".



- (2) Click "Register".



- (3) Select the type of your @PRO User's Account. You can register for an "Individual" account to reserve and loan records for your own use, while organisation/group users can register for "Organisation/Group" account to reserve and loan records for group members' use.

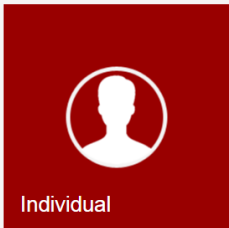


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The Government of the Hong Kong Special Administrative Region


Home | Login | Help | Feedback

### Register

You are required to provide your email address to register an account for contact purpose. If you do not have any email address, please come to our Reference Services Counter at 1/F, Hong Kong Public Records Building at 13 Tsui Ping Road, Kwun Tong, Kowloon, Hong Kong for registration. We are open from 9:00 a.m. to 5:45 p.m. Mondays to Fridays (excluding public holidays). If you have any questions, please contact us by email at [proinfo@grs.gov.hk](mailto:proinfo@grs.gov.hk) or by phone at +852 2195 7700.



Individual




Organisation or Group

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- (4) Enter User's Details

(a) Individual



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### Registration for a User's Account (Individual)

\*User ID:   
([a-z, A-Z, 0-9], Maximum 15 characters, English alpha numeric only, case sensitive)

\*English Name:

Chinese Name:

\*Address:

\*Country or Region: ☐ Hong Kong ☐ Other counties or regions

\*Phone:   
(If Region selected is Hong Kong, Phone Number entered must be 8 digits.)

\*Contact Email:

Occupation:

Organisation:

Education:

Research Topic:

\*Password:   
(8-20 characters including at least one lowercase letter, one special character and one numerical digit.)

\*Confirm Password:

☐ I hereby agree to comply with the rules on using the Public Records Office Search Room (Search Room Rules) and to pay the charges for reproduction made at my request.

\*Indicates required field

Personal data given by the applicant shall be used for processing the application only. Request for access to and/or correction of personal data should be made to Public Records Offices at +852 2195 7700.

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## (b) Organisation / Group



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Registration for User's Account (Organisation or Group)

**Organisation**

\*English Name:

Chinese Name:

Address:

Country or Region: ☐ Hong Kong ☐ Other counties or regions

\*Phone:   
(If Region selected is Hong Kong, Phone Number entered must be 8 digits.)

---

**Leader**

\*User ID:   
([a-z, A-Z, 0-9], Maximum 15 characters, English alpha numeric only, case sensitive)

\*English Name:

Chinese Name:

\*Address:

\*Country or Region: ☐ Hong Kong ☐ Other counties or regions

\*Phone:   
(If Region selected is Hong Kong, Phone Number entered must be 8 digits.)

\*Contact Email:

Occupation:

Education:

Research Topic:

Member's Name(s):

\*Password:

Input details of the leader here

Input names of members here

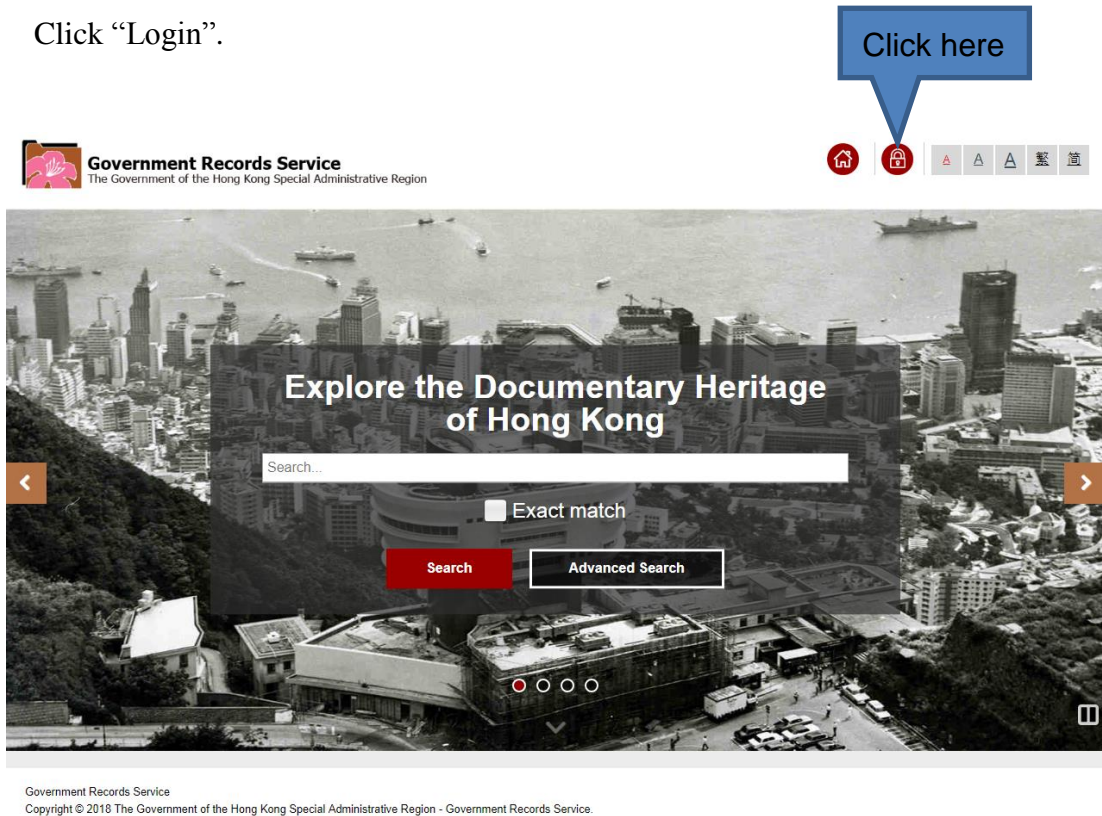
Note: The User ID accepts a maximum of 15 characters (English alphabets and numerical digits only). For English alphabets, uppercase and lowercase are treated as distinct. The password should contain 8 - 20 characters including at least one lower-case letter, one numerical digit and one symbol. The fields with a \* must be filled in.

- (5) Once your information is submitted for registration, an email will be sent to your email account provided by you for the registration. You have to click the hyperlink in the email to activate your @PRO User's Account.
- (6) After activating your account, you can reserve and borrow (for onsite only) our holdings through @PRO. However, for first time user, you must come to our **Reference Services Counter** with your **proof of identity** (such as Identity card, passport, driving licence, etc.) and let us **validate your information provided before inspecting our holdings** in the Search Room.

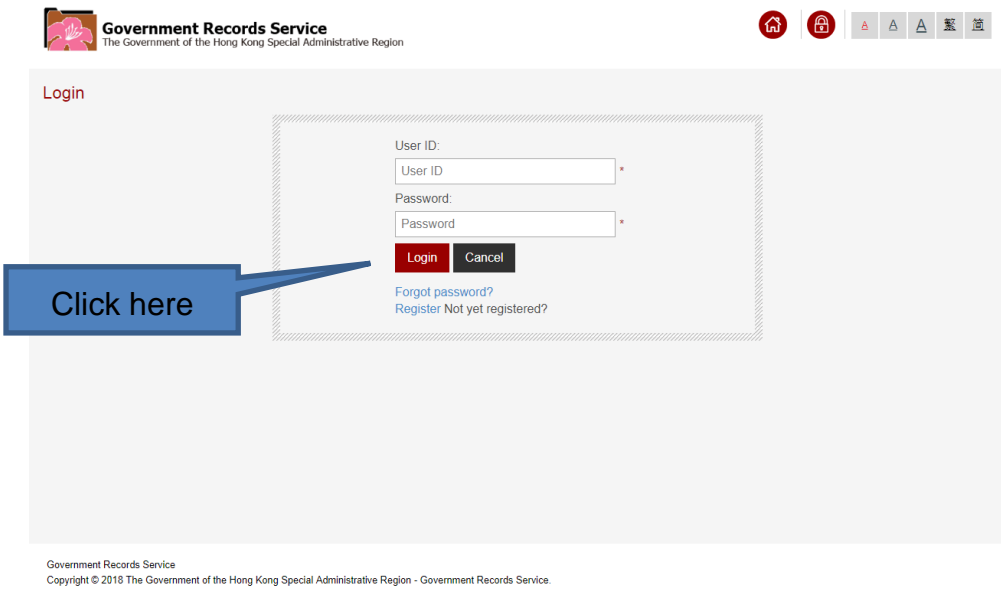


## B. User with former IIAS User’s Account

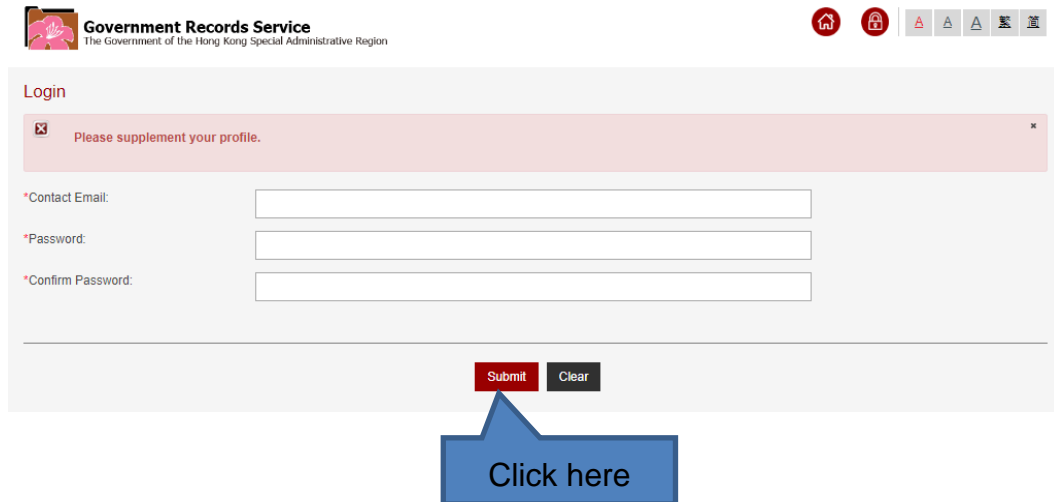
(1) Click “Login”.



(2) Enter your User ID and password as registered in our IIAS and then click “Login”.



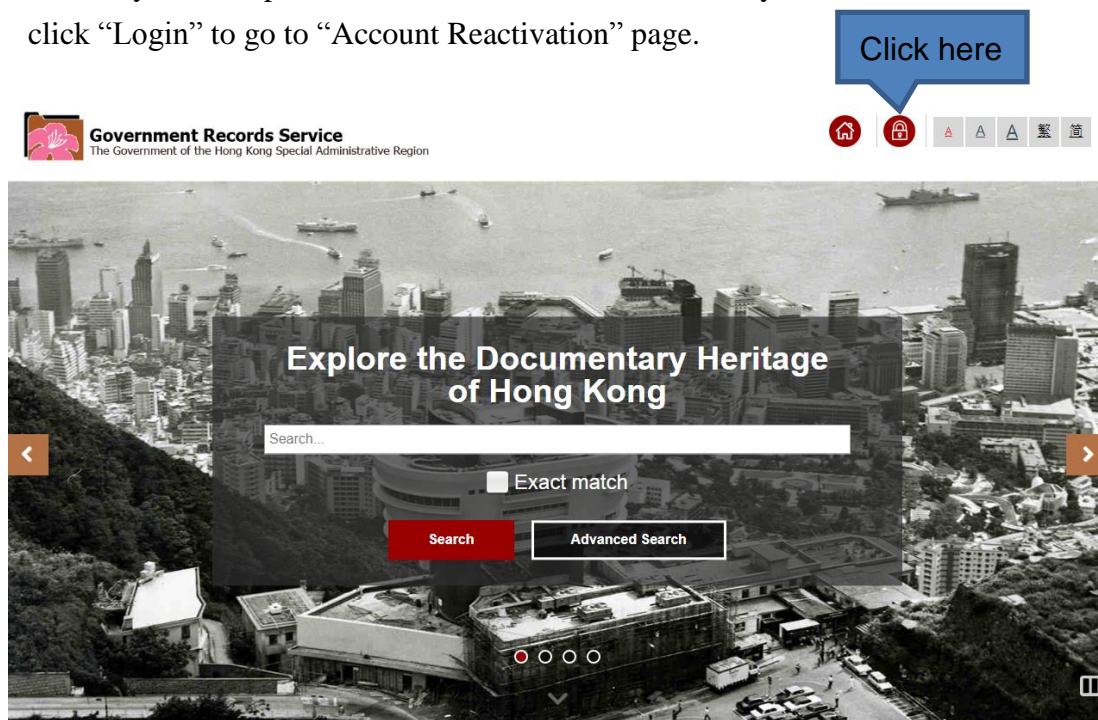
- (3) You will be requested to provide a contact email and a new password. The password should contain 8 - 20 characters (at least one lower-case letter, one numerical digit and one symbol). After entering the information, click “Submit”.



- (4) Once your information is submitted for registration, an email will be sent to your email account provided by you for the registration. You have to click the hyperlink in the email to activate your @PRO User’s Account.
- (5) After activating your account, you can reserve and borrow (for onsite only) our holdings through @PRO.

## C. Revising Invalid Email Address

- (1) In case you have provided an invalid email address or your account cannot be activated, click “Login” to go to “Account Reactivation” page.





- (2) Enter your User ID and password and then click “Login”.

Government Records Service  
The Government of the Hong Kong Special Administrative Region

Login

User ID: \*  
User ID

Password: \*  
Password

Login Cancel

[Forgot password?](#)  
[Register Not yet registered?](#)

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- (3) The message “Your account has not been activated yet” will be displayed. Input a valid email address and then click “Reactivate”. An email will be sent to this new email account. You have to click the hyperlink in the email to activate your @PRO User’s Account.

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Home Login

Account Reactivation

Your account has not activated yet

Contact Email: \*  
Contact Email

Reactivate Cancel

Click here

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- (4) After activating your account, you can reserve and borrow (for onsite only) our holdings through @PRO. However, for first time user, you must come to our **Reference Services Counter** with your **proof of identity** (such as Identity card, passport, driving licence, etc.) and let us **validate your information provided before inspecting our holdings** in the Search Room.

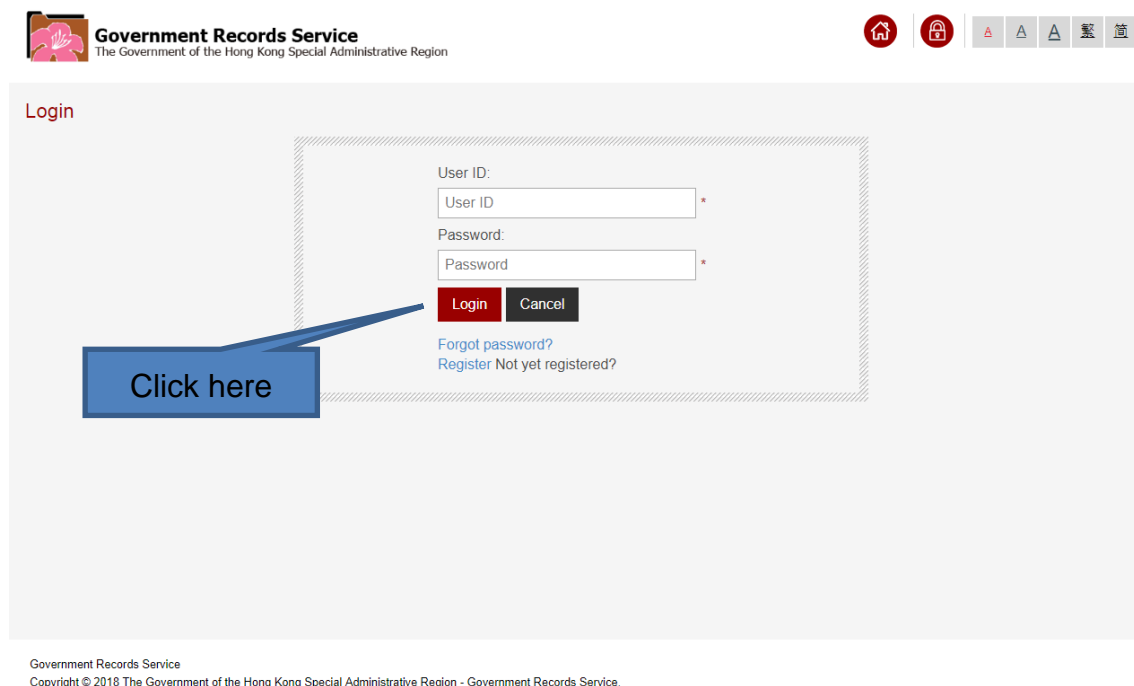
## IV. Manage Your Account

### A. Login

(1) Click “Login”.



(2) Enter your User ID and password and then click “Login”.



## B. Change Your Profile or Password

- (1) If you wish to change your information or password, click “My account” after login to @PRO.

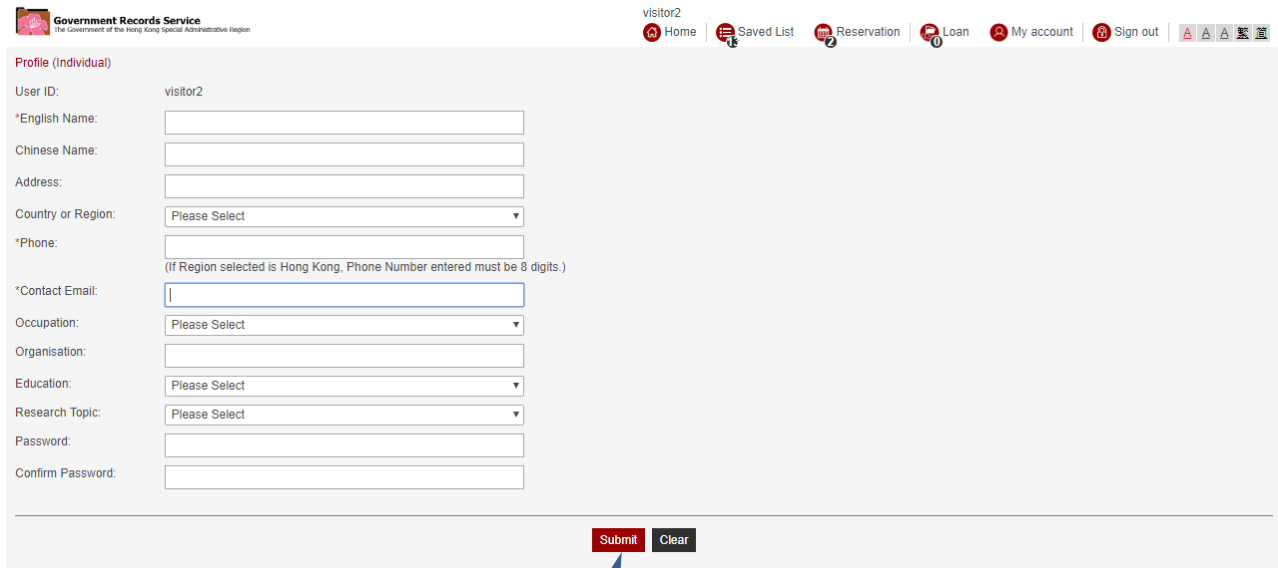
Click here



- (2) For security reason, you are requested to enter your password to access your profile.

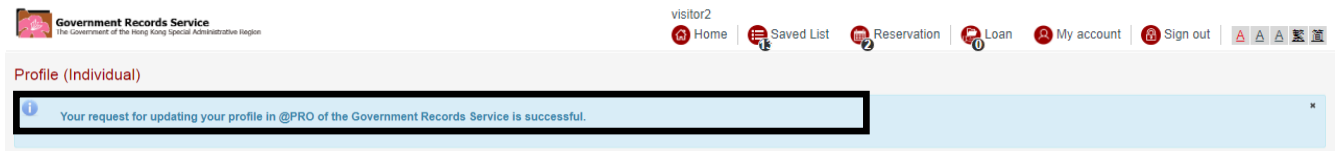
A screenshot of the password change form. The header is identical to the previous screenshot. Below the header, the page title is 'Profile (Individual)'. There is a 'Password:' label followed by a text input field. Below the input field, a note specifies: '(8-20 characters including at least one lowercase letter, one special character and one numerical digit.)'. A red 'Submit' button is located at the bottom of the form area. The footer contains the same copyright information as the previous screenshot.

(3) Revise your information and/or password and then click “Submit”.



The screenshot shows the 'Profile (Individual)' page of the Government Records Service. The user is logged in as 'visitor2'. The page contains a form with the following fields: User ID (visitor2), \*English Name, Chinese Name, Address, Country or Region (Please Select), \*Phone, \*Contact Email, Occupation (Please Select), Organisation, Education (Please Select), Research Topic (Please Select), Password, and Confirm Password. A note states: '(If Region selected is Hong Kong, Phone Number entered must be 8 digits.)'. At the bottom of the form are 'Submit' and 'Clear' buttons. A blue callout bubble points to the 'Submit' button with the text 'Click here'.

(4) A confirmation message will be displayed for successful request.



## C. Forget Password

(1) In case you have forgotten your password, click “Forgot password”.

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Login

User ID:

Password:

Login Cancel

[Forgot password?](#)  
[Register Not yet registered?](#)

Click here

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(2) Enter your User ID and click “Submit”. An email will be sent to your email account registered in @PRO for password recovery. In case you have forgotten your User ID, approach our counter staff for assistance.

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Forgot Password

User ID:

Submit Cancel

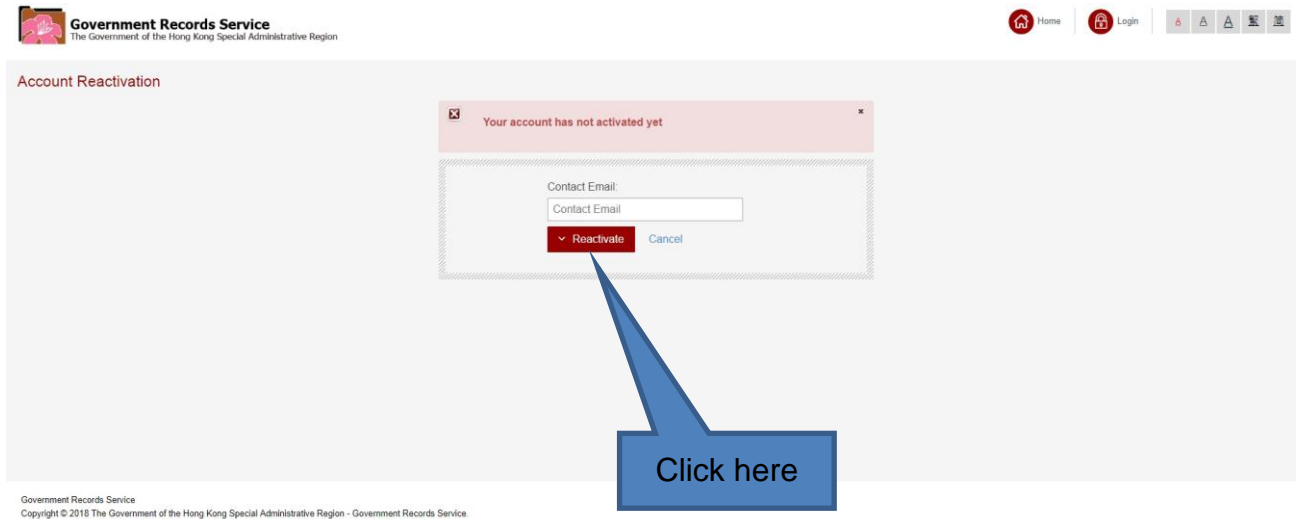
Click here

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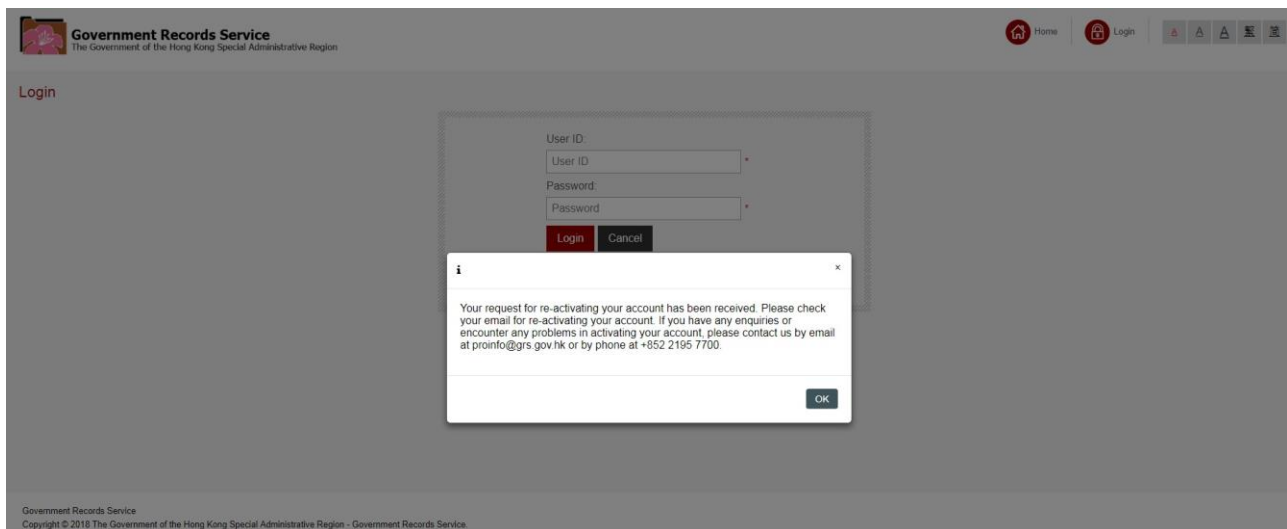


## D. Reactivate Inactive Account

- (1) The @PRO User's Account will **become inactive if it has not been accessed for one year**. If you find the message "Your account is not active yet" when you login, click "Reactivate".

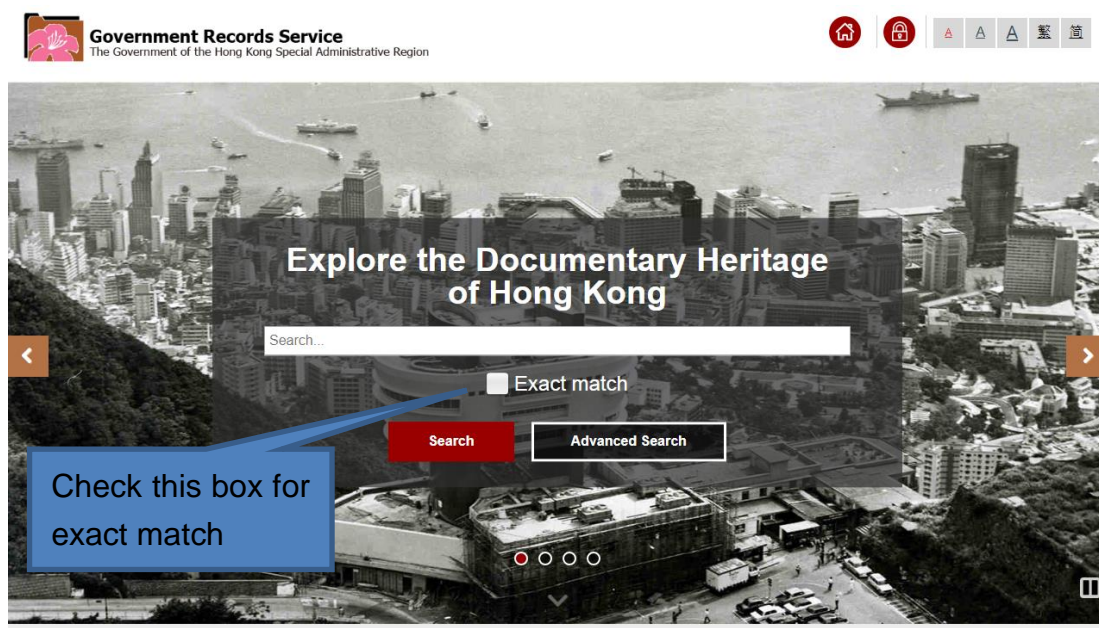


- (2) An email will be sent to your email account registered in @PRO. You have to click the hyperlink in the email to reactivate your @PRO User's Account.



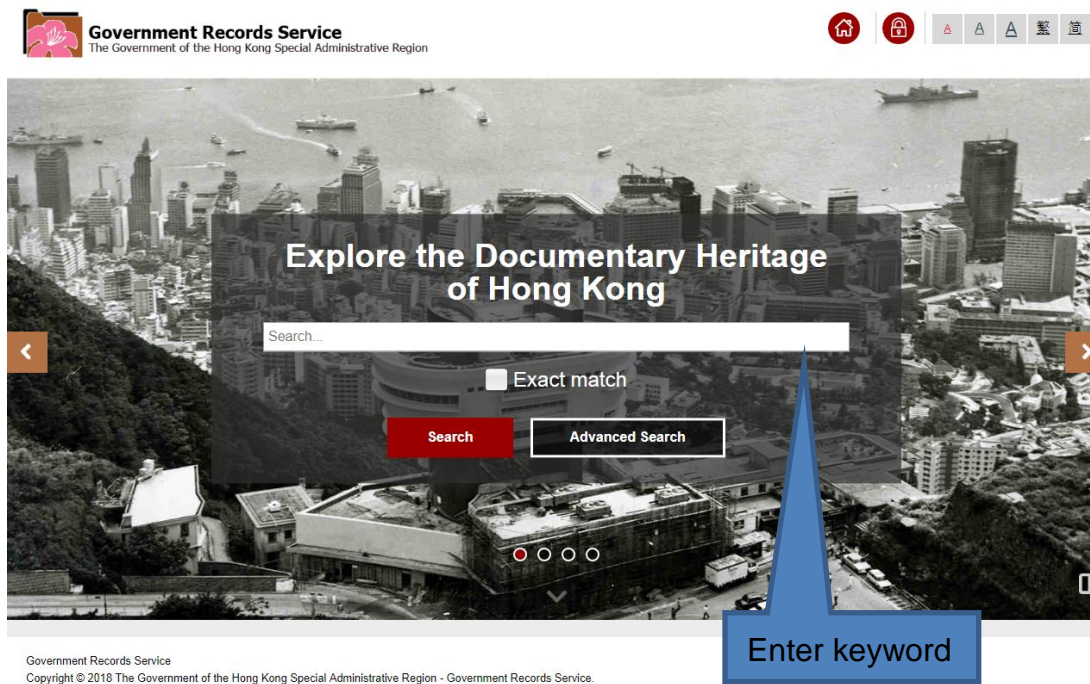
## V. Search Holdings

- (1) We provide the functions “Simple Search” and “Advanced Search” for locating our holdings. “**Simple Search**” covers search by titles and descriptions of our holdings. If you want to **search more specifically**, for example, search by titles only or limit search results by “Covering Year”, choose “**Advanced Search**”.
- (2) Holdings are described in their **original language**. As most of the titles of holdings are in English, you are advised to use **English** to conduct searching in the @PRO.
- (3) As names of government agencies and places change over time, you are advised to try **original (old) and modernised (current) terms** (single word or phrases) to search the catalogue.
- (4) When searching for maps and plans, you are advised to **use the district name** (e.g. Wan Chai) **instead of street name** (e.g. Spring Garden Lane).
- (5) You may also tick the box “Exact match” for both “Simple Search” and “Advanced Search”. For example, the phrase “education development” is inputted as the keyword. If “Exact match” is not chosen, the search results will **include holdings with the words “education” and “development”**, such as “Education Primary School Development”. If “Exact match” is chosen, the search results will **only include those with the exact phrase “education development”**, such as “Ten Year Education Development Plan”.



## A. Simple Search

You may type keyword(s) in “Search” field to locate relevant holdings.



## B. Advanced Search

(1) By “Advanced Search”, you can perform advanced search by entering more criteria.



(2) You may conduct advanced search by selecting one single type of holdings (i.e. Archives, Library and Carl Smith Collection) and entering different search criteria. For example, you may search archives by their “Title”, “Record ID”, “Covering Year”, etc. “Keyword(s)” search covers search by titles and descriptions of our holdings. Searching by keyword(s) will return more hits than searching by titles in most cases.

The image shows the 'Advanced Search' page of the Government Records Service. The page has a header with the logo and name. Below the header, there are three tabs: 'Archives', 'Library Holdings', and 'Carl Smith Collection'. The 'Archives' tab is selected. The main content area is divided into three sections: 'General', 'Source', and 'Covering Year'. The 'General' section contains fields for 'Keyword' (with 'hong kong' entered), 'Title', 'Original Reference Number', 'Record ID', and 'Level' (with a dropdown menu showing 'All', 'Series', 'Deposit', 'File', and 'Item'). The 'Source' section contains a field for 'Creating / Transferring Agency'. The 'Covering Year' section contains fields for 'From' and 'To' (with a dropdown menu showing 'All', '1800s', '1810s', '1820s', and '1830s') and an 'Exact range search' checkbox. At the bottom right, there are 'Search' and 'Clear' buttons. At the bottom of the page, there is a small copyright notice: 'Government Records Service Copyright © 2018 The Government of the Hong Kong Special Administrative Region - Government Records Service.'

## VI. Manage Your Search Results

### A. Select Types of Holdings

(1) There are three types of holdings:

- (a) **Archives** - **Government documents** transferred by government bureaux and departments (with Record ID prefixed by “**HKRS**” which stands for “Hong Kong Record Series”) and **private records** and personal papers donated to PRO as well as reproduction copy of records relating to Hong Kong purchased from other **overseas Archives** (with Record ID prefixed by “**HKMS**” which stands for Hong Kong Manuscript Series).
- (b) **Library** - Items of the Central Preservation Library for Government Publications, which mainly include **government publications (such as monographs, photographs, serial and posters)**. **Some books relating to Hong Kong studies** are also included.
- (c) **Carl Smith Collection** - **Data cards** compiled by the late Reverend Carl Smith through some 25 years’ intensive research into a vast quantity of original records, newspapers and publications held by PRO.

(2) You can choose **different types of records** for browsing your search results at the top menu bar:

The screenshot shows the Government Records Service website interface. At the top, there is a navigation bar with links for Home, Login, and search filters. Below this is a menu bar with three tabs: **Archives (58266)**, **Library Holdings (9501)**, and **Carl Smith Collection (3556)**. A blue callout bubble with the text "Click here" points to this menu bar. Below the menu bar, the search results for "hong kong stadium" are displayed. The results include a list of records, with the first record being "HONG KONG STADIUM, SO KON PO, HONG KONG - STADIUM PATH FOOTPATH PLAN & DETAILS". The record details show the Record ID as HKRS819-20-171, Covering Date as 2000, Level as File, and Access Status as Subject to application to Transferring Agency. There are buttons for "Loan", "Reserve", and "Save" next to the record title.



## B. Sort the Results

According to your need, you may sort your search results by “Relevance”, “Date”, “Title”, “Record ID” or “Level”.

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Archives (57349) Library Holdings (9498) Carl Smith Collection (3556)

Search Results

hong kong

New Search Search within Results Exact match

Advanced Search

Filter Results

Group by Series:

- HKRS819 MICROFILMING ON ... (14934)
- HKRS815 MICROFILMING ON ... (5135)
- HKRS96 FILES RELATING TO ... (4932)
- HKMS154 Guidebooks and ... (4338)
- HKRS365 Feature Article ... (2532)
- HKRS590 DE-REGISTERED ... (2399)
- HKRS41 Files Relating to ... (2319)
- HKRS156 General Correspondence ... (1691)
- HKMS189 Microfilm / Digital ... (1059)

More

1 to 10 of 57,349 results for keyword: "hong kong"

Results per page: 10

Add to Saved List

Select All Deselect All << < 1 2 3 4 5 6 7 8 9 10 > >> 1 Jump to this page Sort by: Relevance Simple View

1 **HONG KONG - HOTELS IN HONG KONG** Loan Reserve Save  
Record ID: HKMS154-1-426  
Covering Date: 3.1987  
Level: File  
Access Status: Open

2 **HONG KONG - HOTELS IN HONG KONG** Loan Reserve Save  
Record ID: HKMS154-2-536  
Covering Date: 3.1987  
Level: File  
Access Status: Open

3 **HONG KONG & VILLAGES HONG KONG** Loan Reserve Save  
Record ID: HKRS38-2-37  
Level: File  
Access Status: Subject to application

4 **HONG KONG - HONG KONG - FIN GRORARTIGES FRI ERNIS** Loan Reserve Save

## C. Refine the Results

- (1) You may filter the search results by “Group by Series”, “Date Range” and “Level”. For example, 12 results\* are returned for the keyword “mobile library” (Exact Match selected). Click the covering years under “Date Range” to filter the results.

Government Records Service  
The Government of the Hong Kong Special Administrative Region

Archives (12) Library Holdings (1) Carl Smith Collection (0)

Search Results

mobile library

New Search Search within Results Exact match

Advanced Search

Filter Results

Group by Series:

- HKRS365 Feature Article ... (9)
- HKRS70 Press Library Files (3)

Date Range:

- 1965 - 1969 (4)
- 1970 - 1975 (2)
- Others (6)

Level:

- File (3)
- Item (9)

Click here

1 to 10 of 12 results for keyword: "mobile library"

Results per page: 10

Add to Saved List

Select All Deselect All << < 1 2 > >> 1 Jump to this page Sort by: Relevance Simple View

1 **LIBRARY SERVICES - S.W.D. MOBILE LIBRARY** Loan Reserve Save  
Record ID: HKRS70-3-259  
Level: File  
Access Status: Subject to application

2 **HONG KONG 'FAIRYLAND' ON WHEELS - [CHILDREN MAKING USE OF THE MOBILE LIBRARY SERVICE]** Loan Reserve Save  
Record ID: HKRS365-1-340-4  
Level: Item  
Access Status: Subject to application

3 **HONG KONG 'FAIRYLAND' ON WHEELS - [CHILDREN MAKING USE OF THE MOBILE LIBRARY SERVICE]** Loan Reserve Save  
Record ID: HKRS365-1-340-5

\* This is a searching result on 14 December 2018.

(2) For example, if “1970-1975” is selected as the filter, 2 records\* remain in the search results. The other records are filtered out.

The screenshot shows the Government Records Service search results for the keyword "mobile library". The page has a header with the service name and navigation links. Below the header, there are tabs for "Archives (2)", "Library Holdings (1)", and "Carl Smith Collection (0)". The search results are displayed in a table with two rows. The first row is for "LIBRARY SERVICES - SOCIAL WELFARE DEPT. MOBILE LIBRARIES - ENCL" with Record ID HKRS70-6-994-2, Covering Date 1974, Level File, and Access Status Open. The second row is for "LIBRARY SERVICES - SOCIAL WELFARE DEPT. MOBILE LIBRARIES - NC+DIB" with Record ID HKRS70-6-994-1, Covering Date 1973, Level File, and Access Status Open. A blue box highlights the text "1 to 2 of 2 results for keyword: 'mobile library'" at the top of the results area.

(3) To refine your search results, you may also enter another keyword to search within your search results.

The screenshot shows the Government Records Service search results for the keyword "hong kong". The page has a header with the service name and navigation links. Below the header, there are tabs for "Archives (184)", "Library Holdings (55)", and "Carl Smith Collection (88)". The search results are displayed in a table with four rows. The first row is for "HONG KONG - HOTELS IN HONG KONG" with Record ID HKMS154-1-426, Covering Date 3.1987, Level File, and Access Status Open. The second row is for "HONG KONG - HOTELS IN HONG KONG" with Record ID HKMS154-2-536, Covering Date 3.1987, Level File, and Access Status Open. The third row is for "HONG KONG - HOTELS" with Record ID HKMS154-1-2193, Covering Date 1.1987, Level File, and Access Status Open. The fourth row is for "HONG KONG - HOTELS" with Record ID HKMS154-2-2452, Covering Date 3.1987, Level File, and Access Status Open. A blue box highlights the "Search within Results" button, with a blue arrow pointing to it and the text "Click here".

\* This is a searching result on 14 December 2018.

## D. View Record Details

- (1) We provide “List View” and “Simple View” for browsing search results. The layout of “List View” is as follows. If you wish to change to “Simple View”, click “Simple View”.


The screenshot shows the 'List View' of search results for the keyword 'education'. The interface includes a top navigation bar with 'Home' and 'Login' links. Below this, there are tabs for 'Archives (4014)', 'Library Holdings (719)', and 'Carl Smith Collection (150)'. The search results are displayed in a table with columns for 'No.', 'Level / Record ID', 'Description', and 'Access Status'. A blue callout box with the text 'Click here' points to the 'Simple View' button in the top right corner of the results area. The table lists four records, each with a checkbox, a record ID, a description, and buttons for 'Loan', 'Reserve', and 'Save'.

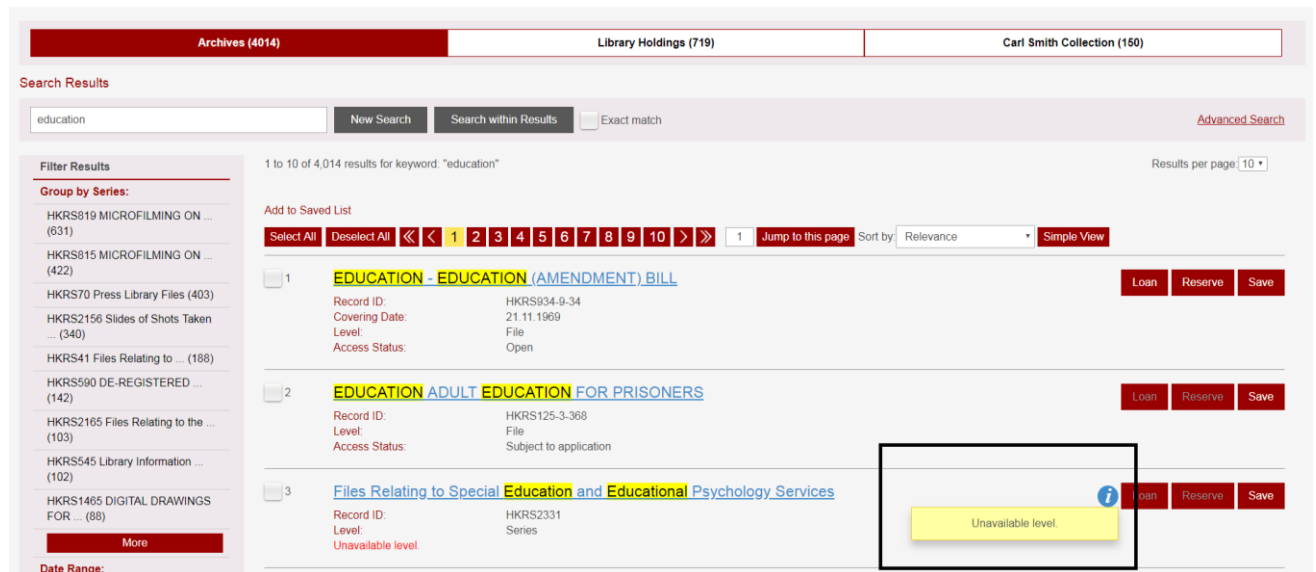
No.	Level / Record ID	Description	Access Status
1	File HKRS934-9-34	EDUCATION - EDUCATION (AMENDMENT) BILL	Open
2	File HKRS125-3-368	EDUCATION ADULT EDUCATION FOR PRISONERS	Subject to application
3	Series HKRS2331	Files Relating to Special Education and Educational Psychology Services	Not available for loan at Series Level
4	File HKMS90-1-420	EDUCATION DEPARTMENT PUBLICATIONS - EDUCATION POLICY, APRIL, 1965	Subject to application

- (2) The layout of “Simple View” is as follows. In “Simple View”, level and access status of records will be hidden. If you wish to change to “List View”, click “List View”.

The screenshot shows the 'Simple View' of search results for the keyword 'education'. The interface is similar to the 'List View' but with a simplified layout. A blue callout box with the text 'Click here' points to the 'List View' button in the top right corner of the results area. The table lists five records, each with a checkbox, a record ID, a description, and buttons for 'Loan', 'Reserve', and 'Save'.

No.	Level / Record ID	Description	Access Status
1	File HKRS934-9-34	EDUCATION - EDUCATION (AMENDMENT) BILL, 21.11.1969	Open
2	File HKRS125-3-368	EDUCATION ADULT EDUCATION FOR PRISONERS	Subject to application
3	Series HKRS2331	Files Relating to Special Education and Educational Psychology Services	Not available for loan at Series Level
4	File HKMS90-1-420	EDUCATION DEPARTMENT PUBLICATIONS - EDUCATION POLICY, APRIL, 1965	Subject to application
5	File HKRS1174-2-214	NINE YEARS FREE EDUCATION/COMPULSORY EDUCATION, 30.12.1990	Subject to application

- (3) If you see the  icon in the search results, you may put your mouse cursor over it. Reasons for unavailability of the records will be displayed.



Archives (4014) Library Holdings (719) Carl Smith Collection (150)

Search Results

education New Search Search within Results Exact match Advanced Search

1 to 10 of 4,014 results for keyword: "education" Results per page 10

Add to Saved List

Select All Deselect All << 1 2 3 4 5 6 7 8 9 10 >> 1 Jump to this page Sort by: Relevance Simple View

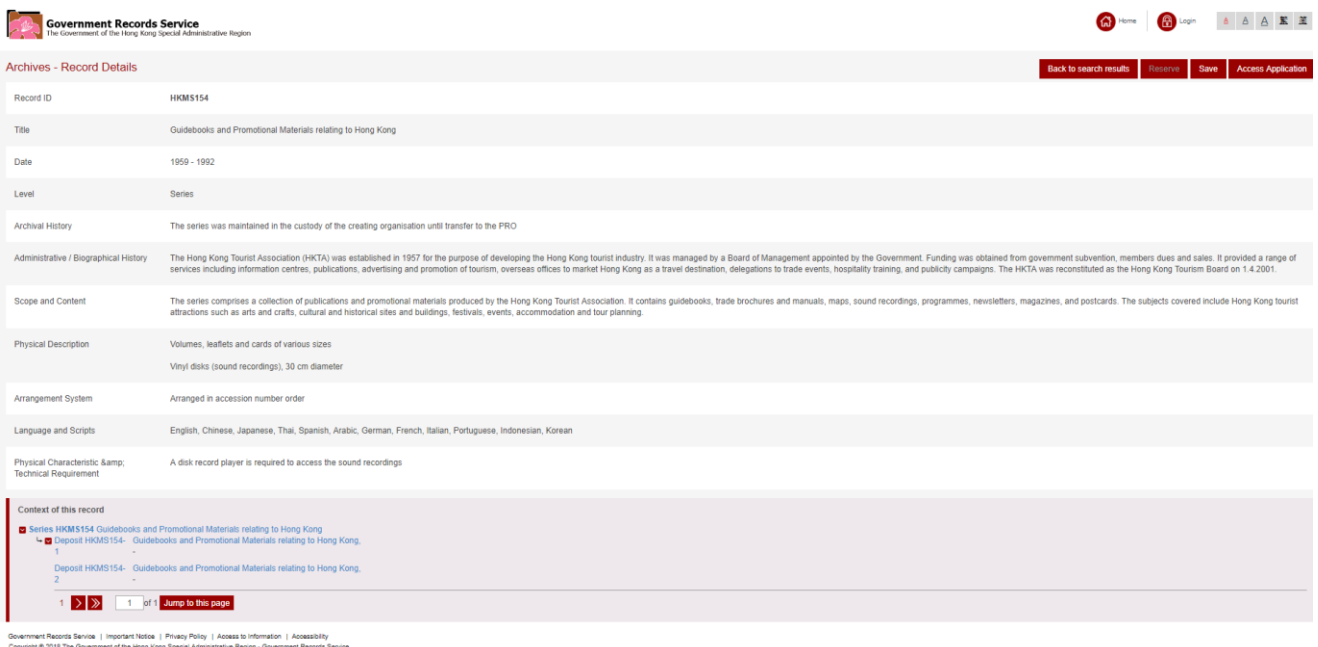
1 EDUCATION - EDUCATION (AMENDMENT) BILL  
Record ID: HKRS934-9-34  
Covering Date: 21.11.1969  
Level: File  
Access Status: Open

2 EDUCATION ADULT EDUCATION FOR PRISONERS  
Record ID: HKRS125-3-368  
Level: File  
Access Status: Subject to application

3 Files Relating to Special Education and Educational Psychology Services  
Record ID: HKRS2331  
Level: Series  
Unavailable level

Loan Reserve Save

- (4) Click the title of holdings to obtain more details. “**Administrative / Biographical History**” tells you the administrative history and functions of the creating/transferring agency of records. “**Scope and Content**” gives a summary of a series or a deposit. “**Physical Description**” distinguishes the records format, such as paper or microfilm.



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Home Login

Archives - Record Details Back to search results Reserve Save Access Application

Record ID: HKMS154

Title: Guidebooks and Promotional Materials relating to Hong Kong

Date: 1959 - 1992

Level: Series

Archival History: The series was maintained in the custody of the creating organisation until transfer to the PRO

Administrative / Biographical History: The Hong Kong Tourist Association (HKTA) was established in 1957 for the purpose of developing the Hong Kong tourist industry. It was managed by a Board of Management appointed by the Government. Funding was obtained from government subvention, members dues and sales. It provided a range of services including information centres, publications, advertising and promotion of tourism, overseas offices to market Hong Kong as a travel destination, delegations to trade events, hospitality training, and publicity campaigns. The HKTA was reconstituted as the Hong Kong Tourism Board on 1.4.2001.

Scope and Content: The series comprises a collection of publications and promotional materials produced by the Hong Kong Tourist Association. It contains guidebooks, trade brochures and manuals, maps, sound recordings, programmes, newsletters, magazines, and postcards. The subjects covered include Hong Kong tourist attractions such as arts and crafts, cultural and historical sites and buildings, festivals, events, accommodation and tour planning.

Physical Description: Volumes, leaflets and cards of various sizes  
Vinyl disks (sound recordings), 30 cm diameter

Arrangement System: Arranged in accession number order

Language and Scripts: English, Chinese, Japanese, Thai, Spanish, Arabic, German, French, Italian, Portuguese, Indonesian, Korean

Physical Characteristic &amp; Technical Requirement: A disk record player is required to access the sound recordings

Context of this record

- Series HKMS154 Guidebooks and Promotional Materials relating to Hong Kong
  - Deposit HKMS154- Guidebooks and Promotional Materials relating to Hong Kong, 1
  - Deposit HKMS154- Guidebooks and Promotional Materials relating to Hong Kong, 2

1 >> 1 of 1 Jump to this page

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- (5) Information of record series is displayed at the bottom. “**Records Series**” is records sharing similar functions, subjects, classification system, physical format and security grading, etc. “**Deposit**” is a consignment of records transfer from the creator, while “**File**” is an organised unit of documents grouped together by the creator.

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Archives - Record Details

Record ID: HKMS154-1-426

Title: HONG KONG - HOTELS IN HONG KONG

Form Part of: - HKMS154-1 Guidebooks and Promotional Materials relating to Hong Kong

Date: 3.1987

Level: File

Context of this record

- Series HKMS154 Guidebooks and Promotional Materials relating to Hong Kong
- Deposit HKMS154-1 Guidebooks and Promotional Materials relating to Hong Kong
- File HKMS154-1-426 HONG KONG - HOTELS IN HONG KONG

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## E. View Digital Images of Holdings

If the digital image of the holding is available for viewing, you may click the image to view an enlarged image online.

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Archives (3668) Library Holdings (0) Carl Smith Collection (0)

Search Results

HKRS365

New Search Search within Results Exact match

Advanced Search

File (533)  
Item (3133)

Access Status: Open

4 [HONG KONG IVORY CARVERS - \[IVORY CARVINGS\\_1958\]](#)

Record ID: HKRS365-1-1-1  
Covering Date: 1958  
Level: Item  
Access Status: Open  
Unavailable

5 [HONG KONG IVORY CARVERS - \[IVORY CARVINGS\\_1958\]](#)

Record ID: HKRS365-1-1-2  
Covering Date: 1958  
Level: Item  
Access Status: Open  
Unavailable

6 [HONG KONG IVORY CARVERS - \[IVORY CARVINGS\\_1958\]](#)

Click here



## VII. Access Our Holdings

- (1) You have to login for using loan and reservation services or saving the holdings. For details of login, please refer to Part IV of this user guide.
- (2) **“Loan” option is only available onsite.** If you are using the @PRO offsite, you may reserve our holdings before coming.
- (3) You can only **borrow and reserve totally up to 10 records (including file level and item level of archival holdings whose access status is “open” and library materials).**

The screenshot displays the Government Records Service website interface. At the top, there is a navigation bar with links for Home, Saved List, Reservation, Loan, My account, and Sign out. Below this, a search bar contains the text 'hong kong'. The search results are displayed in a table with columns for Record ID, Covering Date, Level, and Access Status. The first four results are highlighted in yellow. A blue callout box points to the 'Access Status' column of the first result, which is 'Open'.

Record ID	Covering Date	Level	Access Status
HKMS154-2-536	3.1987	File	Open
HKMS154-1-426	3.1987	File	Open
HKRS38-2-37		File	Subject to application
HKMS154-1-1940	1983	File	Open

Access Status: Open

- (4) **Access to archival records is handled according to the Public Records (Access) Rules 1996.**

## A. Request for Reservation

(1) In the Search Results page, click “Reserve” to add items to your reservation list.

The screenshot shows the Government Records Service search results for the keyword "hong kong". The page displays a list of search results with details such as Record ID, Covering Date, Level, and Access Status. A blue callout bubble points to the "Reserve" button for the first result, "HONG KONG - HOTELS IN HONG KONG".

Government Records Service  
The Government of the Hong Kong Special Administrative Region

visitor2  
Home Saved List Reservation Loan My account Sign out

Archives (57349) Library Holdings (9498) Carl Smith Collection (3556)

Search Results

hong kong New Search Search within Results Exact match Advanced Search

Filter Results

Group by Series:

- HKRS819 MICROFILMING ON ... (14934)
- HKRS815 MICROFILMING ON ... (5135)
- HKRS96 FILES RELATING TO ... (4932)
- HKMS154 Guidebooks and ... (4338)
- HKRS365 Feature Article ... (2532)
- HKRS990 DE-REGISTERED ... (2399)
- HKRS41 Files Relating to ... (2319)
- HKRS156 General Correspondence ... (1691)
- HKMS189 Microfilm / Digital ... (1059)

More

Date Range:

- 1713 - 1719 (1)
- 1720 - 1729 (1)
- 1730 - 1739 (1)
- 1740 - 1749 (1)

1 to 10 of 57,349 results for keyword: "hong kong" Results per page: 10

Add to Saved List

Select All Deselect All << 1 2 3 4 5 6 7 8 9 10 >> 1 Jump to this page Sort by: Relevance Simple View

1 **HONG KONG - HOTELS IN HONG KONG** Loan Reserve Save

Record ID: HKMS154-2-536  
Covering Date: 3.1987  
Level: File  
Access Status: Open

2 **HONG KONG - HOTELS IN HONG KONG** Loan Reserve Save

Record ID: HKMS154-1-426  
Covering Date: 3.1987  
Level: File  
Access Status: Open

3 **HONG KONG & VILLAGES HONG KONG** Loan Reserve Save

Record ID: HKRS38-2-37  
Level: File  
Access Status: Subject to application

4 **HONG KONG - HONG KONG - EIN GROBARTIGES ERLEBNIS** Loan Reserve Save

Record ID: HKMS154-1-1940  
Covering Date: 1983  
Level: File  
Access Status: Open

Click here

Note: To reserve **periodicals** (mainly reports of government departments or statutory bodies published in regular intervals), you are required to click the title of the holding to browse the issues available, and then **reserve the relevant issue(s)**.

The screenshot shows the details of a library holding, "Hong Kong Annual Report ... / Hong Kong Government". The page displays various metadata fields such as Info Type, RID No, Language Code, Main Entry Corporate Name, Title, Imprint Publication, Frequency, Covering Years, and General Note. Below the metadata, there is a section for "Issues" with a table listing issue numbers and years. A blue callout bubble points to the "Reserve" button for the issue 00002325.

Government Records Service  
The Government of the Hong Kong Special Administrative Region

visitor2  
Home Saved List Reservation Loan My account Sign out

Library Holdings - Details Back to search results Save

Info Type X1

RID No X1000133

Language Code Eng

Main Entry Corporate Name Hong Kong Hong Kong Government

Title Hong Kong Annual Report ... / Hong Kong Government

Imprint Publication Hong Kong: Govt. Printer

Frequency Annual

Covering Years 1946 - 1959

General Note Continued by: (1960-1971) & (1973-...) Hong Kong ...: Annual Report for the year ... / Information Services Department

Issues

00002324	1946	Loan Reserve Save
00002325	1947	Loan Reserve Save

Click here

(2) Click “Reservation” to view your reservation list.

Click here

The screenshot shows the Government Records Service website. The top navigation bar includes links for Home, Saved List, Reservation, Loan, My account, and Sign out. The main content area displays search results for the keyword "hong kong". On the left, there is a sidebar with filter results categorized by series and date range. The main results list shows four items, each with a record ID, covering date, level, and access status. Each item has buttons for Loan, Reserve, and Save. A blue callout bubble points to the "Reservation" link in the top navigation bar.

Government Records Service  
The Government of the Hong Kong Special Administrative Region

visitor2 Home Saved List Reservation Loan My account Sign out

Archives (57349) Library Holdings (9498) Carl Smith Collection (3556)

Search Results

hong kong New Search Search within Results Exact match Advanced Search

Filter Results

Group by Series:

- HKRS819 MICROFILMING ON ... (14934)
- HKRS815 MICROFILMING ON ... (5135)
- HKRS96 FILES RELATING TO ... (4932)
- HKMS154 Guidebooks and ... (4338)
- HKRS365 Feature Article ... (2532)
- HKRS590 DE-REGISTERED ... (2399)
- HKRS41 Files Relating to ... (2319)
- HKRS156 General Correspondence ... (1691)
- HKMS189 Microfilm / Digital ... (1059)

More

Date Range:

- 1713 - 1719 (1)
- 1720 - 1729 (1)
- 1730 - 1739 (1)
- 1740 - 1749 (1)

1 to 10 of 57,349 results for keyword: "hong kong" Results per page: 10

Add to Saved List

Select All Deselect All << < 1 2 3 4 5 6 7 8 9 10 > >> 1 Jump to this page Sort by: Relevance Simple View

1 [HONG KONG - HOTELS IN HONG KONG](#) Loan Reserve Save

Record ID: HKMS154-2-536  
Covering Date: 3.1987  
Level: File  
Access Status: Open  
On loan

2 [HONG KONG - HOTELS IN HONG KONG](#) Loan Reserve Save

Record ID: HKMS154-1-426  
Covering Date: 3.1987  
Level: File  
Access Status: Open

3 [HONG KONG & VILLAGES HONG KONG](#) Loan Reserve Save

Record ID: HKRS38-2-37  
Level: File  
Access Status: Subject to application

4 [HONG KONG - HONG KONG - EIN GROBARTIGES ERLEBNIS](#) Loan Reserve Save

Record ID: HKMS154-1-1940  
Covering Date: 1983  
Level: File  
Access Status: Open

(3) You need to select a reservation date for your visit. Reserved item(s) will only be kept at the Reference Services Counter for one working day specified by you. A reservation can be placed from one working day (before 12:00 noon Hong Kong Time) to one month in advance.

The screenshot shows the Government Records Service website. The top navigation bar includes links for Home, Saved List, Reservation, Loan, My account, and Sign out. The main content area displays the "Reservation Application" form. It shows the reservation quota and combine quota. Below this, there is a list of items to be reserved, each with a record ID and a "Remove" button. A calendar widget is displayed, allowing the user to select a reservation date. A blue callout bubble points to the calendar widget.

Government Records Service  
The Government of the Hong Kong Special Administrative Region

visitor2 Home Saved List Reservation Loan My account Sign out

Saved List Reservation Loan Access

Reservation Application

Reservation Quota: 6/10  
Combine Quota: 6/10

1 [HONG KONG - HOTELS IN HONG KONG](#) Remove

Record ID: HKMS154-2-536

2 [HONG KONG - HOTELS IN HONG KONG](#) Remove

Record ID: HKMS154-1-426

Please select the reservation dates:

21.12.2018 09:00

December 2018

S M T W T F S

1

2 3 4 5 6 7 8

9 10 11 12 13 14 15

16 17 18 19 20 21 22

23 24 25 26 27 28 29

30 31

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Select a reservation date

(4) Click “Submit Application” to confirm your reservation request.

Government Records Service  
The Government of the Hong Kong Special Administrative Region

visitor2  
Home Saved List Reservation Loan My account Sign out

Reservation Application

Reservation Quota: 3/10  
Combine Quota: 3/10

1	<a href="#">HONG KONG - HOTELS IN HONG KONG</a> Record ID: HKMS154-1-426	Remove
2	<a href="#">HONG KONG - HOTELS IN HONG KONG</a> Record ID: HKMS154-2-536	Remove

Please select the reservation dates:

21.12.2018 09:00

Submit

Click here

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(5) After completion of the reservation process, a notification message for receiving the reservation application will be shown on the screen and an email will be sent to your email account registered in @PRO. A confirmation email will also be sent to your email account once the requested item(s) is/are ready for inspection.

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visitor2  
Home Saved List Reservation Loan My account Sign out

Reservation Details

Ticket No: J7EW  
Reservation Date: 2018-12-21

Request Date/ Time: 2018-12-14 11:45

1	<a href="#">HONG KONG - HOTELS IN HONG KONG</a> Record ID: HKMS154-1-426 Status: Request Received	Withdraw
2	<a href="#">HONG KONG - HOTELS IN HONG KONG</a> Record ID: HKMS154-2-536 Status: Request Received	Withdraw

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- (6) In case your reservation list includes both holdings which can be normally reserved and holdings which are stored off-site or require special arrangement, you will see a notification message and the whole reservation cannot be completed. You need to remove the records which are stored off-site or require special arrangement and then submit your request again. After that, you need to add the removed records to your new reservation list and submit your request. Holdings which are stored off-site or require special arrangement cannot be reserved together with other holdings in the same request.

Government Records Service  
The Government of the Hong Kong Special Administrative Region

visitor2  
Home Saved List Reservation Loan My account Sign out

Reservation Application

Archives HKRS2169-1-1: Already reserved by other users

Reservation Quota: 7/10  
Combine Quota: 7/10

1	<a href="#">CHIEF SECRETARY'S COMMITTEE</a> Record ID: HKRS394-29-201	Remove
2	<a href="#">NEW KOWLOON CEMETERY NO. 7</a> Record ID: HKRS2169-1-1 Off-site storage / special arrangement is required for access.	Remove

Please select the reservation dates:  
21.12.2018 09:00

Submit

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- (7) When submitting reservation request for holdings which are stored off-site or require special arrangement, you will not be able to select a reservation date. Click “Submit”. A confirmation email will also be sent to your email account once the requested item(s) is/are ready for inspection.

Government Records Service  
The Government of the Hong Kong Special Administrative Region

visitor2  
Home Saved List Reservation Loan My account Sign out

Reservation Application

Reservation Quota: 4/10  
Combine Quota: 4/10

1	<a href="#">NEW KOWLOON CEMETERY NO. 7</a> Record ID: HKRS2169-1-1 Off-site storage / special arrangement is required for access.	Remove
---	-----------------------------------------------------------------------------------------------------------------------------------------	--------

Submit

Click here



(8) If you wish to withdraw your reservation request to release your loan and reservation quota, go to “Reservation History”.

The screenshot shows the Government Records Service interface. At the top, there is a navigation bar with links for Home, Saved List, Reservation, Loan, My account, and Sign out. Below this, there is a tabbed interface with tabs for Saved List, Reservation, Loan, and Access. The Reservation tab is selected, and a dropdown menu is open, showing options for Reservation Application and Reservation History. A blue arrow points to the Reservation History link. Below the tabs, there is a table of reservation history with columns for Ticket No., Request Date/ Time, Status, and actions (Details, Withdraw). The table contains two rows of data.

	Ticket No.	Request Date/ Time	Status	Details	Withdraw
1	46E5	2018-12-14 10:12	Request Received	Details (3)	Withdraw
2	E78K	2018-12-14 10:03	Request Received	Details (1)	Withdraw

Click here

(9) In case you wish to cancel reservation for all records under one single ticket number, click “Withdraw”.

The screenshot shows the Government Records Service interface. At the top, there is a navigation bar with links for Home, Saved List, Reservation, Loan, My account, and Sign out. Below this, there is a tabbed interface with tabs for Saved List, Reservation, Loan, and Access. The Reservation tab is selected, and a dropdown menu is open, showing options for Reservation Application and Reservation History. Below the tabs, there is a table of reservation history with columns for Ticket No., Request Date/ Time, Status, and actions (Details, Withdraw). The table contains two rows of data.

	Ticket No.	Request Date/ Time	Status	Details	Withdraw
1	E78K	2018-12-14 10:03	Request Received	Details (1)	Withdraw
2	7BOP	2018-12-14 09:52	Request Received	Details (3)	Withdraw

Click here

(10) Alternatively, you can choose to withdraw only some of your requested items. Click “Details” to view the list of holdings first.

Government Records Service  
The Government of the Hong Kong Special Administrative Region

visitor2 | Home | Saved List (13) | Reservation (1) | Loan (0) | My account | Sign out

Reservation History

Navigation: << < 1 2 > >> | Jump to this page

	Reservation	Loan	Access
1	<b>Ticket No: E78K</b> Request Date/ Time: 2018-12-14 10:03 Status: Request Received		Details (1) Withdraw
2	<b>Ticket No: 7BOP</b> Request Date/ Time: 2018-12-14 09:52 Status: Request Received		Details (3) Withdraw

Click here

(11) Click “Withdraw” to remove the unwanted items.

Government Records Service  
The Government of the Hong Kong Special Administrative Region

visitor2 | Home | Saved List (3) | Reservation (0) | Loan (0) | My account | Sign out

Reservation Details

**Ticket No: SR09**  
Reservation Date: 2018-12-21  
Request Date/ Time: 2018-12-14 10:24

1	<a href="#">CHIEF SECRETARY'S COMMITTEE</a> Record ID: HKRS394-29-200 Status: Request Received	Withdraw
2	<a href="#">CHIEF SECRETARY'S COMMITTEE</a> Record ID: HKRS394-29-201 Status: Request Received	Withdraw
3	<a href="#">CHIEF SECRETARY'S COMMITTEE</a> Record ID: HKRS394-29-202 Status: Request Received	Withdraw

Click here

## B. Request for Loan (This function is available onsite only)

(1) In the Search Results page, click “Loan” to add items to your loan list.

The screenshot shows the Government Records Service search results for the keyword "hong kong". The page displays a list of search results with details such as Record ID, Covering Date, Level, and Access Status. A blue callout bubble points to the "Loan" button for the first result, "HONG KONG - HOTELS IN HONG KONG".

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visitor2 Home Saved List Reservation Loan My account Sign out

Archives (57349) Library Holdings (9498) Carl Smith Collection (3556)

Search Results

hong kong New Search Search within Results Exact match Advanced Search

Filter Results

Group by Series:

- HKRS819 MICROFILMING ON ... (14934)
- HKRS815 MICROFILMING ON ... (5135)
- HKRS96 FILES RELATING TO ... (4932)
- HKMS154 Guidebooks and ... (4338)
- HKRS365 Feature Article ... (2532)
- HKRS590 DE-REGISTERED ... (2399)
- HKRS411 Files Relating to ... (2319)
- HKRS156 General Correspondence ... (1691)
- HKMS189 Microfilm / Digital ... (1059)

More

Date Range:

- 1713 - 1719 (1)
- 1720 - 1729 (1)
- 1730 - 1739 (1)

1 to 10 of 57,349 results for keyword: "hong kong" Results per page: 10

Add to Saved List

Select All Deselect All 1 2 3 4 5 6 7 8 9 10 > >> 1 Jump to this page Sort by: Relevance Simple View

1 **HONG KONG - HOTELS IN HONG KONG** Loan Reserve Save

Record ID: HKMS154-1-426  
Covering Date: 3. 1987  
Level: File  
Access Status: Open

2 **HONG KONG - HOTELS IN HONG KONG** Loan Reserve Save

Record ID: HKMS154-2-536  
Covering Date: 3. 1987  
Level: File  
Access Status: Open

3 **HONG KONG & VILLAGES HONG KONG** Loan Reserve Save

Record ID: HKRS38-2-37  
Level: File  
Access Status: Subject to application

4 **HONG KONG - HONG KONG - EIN GROBARTIGES ERLEBNIS** Loan Reserve Save

Record ID: HKMS154-1-1940  
Covering Date: 1983  
Level: File  
Access Status: Open

Click here

Note: To request for **periodicals** (mainly reports of government departments or statutory bodies published in regular intervals), you are required to click the title of the holding to browse the issues available, and then **request for the relevant issue(s)**.

The screenshot shows the Library Holdings - Details page for the Hong Kong Annual Report. The page displays a table with details such as Info Type, RID No, Language Code, Main Entry Corporate Name, Title, Imprint Publication, Frequency, Covering Years, and General Note. A blue callout bubble points to the "Loan" button for the first issue, "00002324".

Government Records Service  
The Government of the Hong Kong Special Administrative Region

visitor2 Home Saved List Reservation Loan My account Sign out

Library Holdings - Details Back to search results Save

Info Type X1

RID No X1000133

Language Code Eng

Main Entry Corporate Name Hong Kong Hong Kong Government

Title Hong Kong Annual Report ... / Hong Kong Government

Imprint Publication Hong Kong: Govt. Printer

Frequency Annual

Covering Years 1946 - 1959

General Note Continued by: (1960-1971) & (1973-...) Hong Kong ...: Annual Report for the year ... / Information Services Department

Issues

00002324 Issue No.: 1946 Loan Reserve Save

00002325 Issue No.: 1947 Loan Reserve Save

Click here

(2) Click “Loan” to view your loan list.

Click here

The screenshot shows the Government Records Service website. The top navigation bar includes links for Home, Saved List, Reservation, Loan, My account, and Sign out. Below the navigation bar, there are three tabs: Archives (57349), Library Holdings (9498), and Carl Smith Collection (3556). The main content area displays search results for the keyword "hong kong". On the left, there is a "Filter Results" sidebar with options for "Group by Series" and "Date Range". The main results area shows a list of records, each with a checkbox, a title, a record ID, a covering date, a level, and an access status. The records are numbered 1 to 4. Each record has a "Loan" button, a "Reserve" button, and a "Save" button. A blue callout box with the text "Click here" points to the "Loan" button for the first record.

Record ID	Covering Date	Level	Access Status
HKMS154-1-426	3.1987	File	Open
HKMS154-2-536	3.1987	File	Open
HKMS38-2-37		File	Subject to application
HKMS154-1-1940	1983	File	Open

(3) Click “Submit Application” to confirm your loan request.

The screenshot shows the Government Records Service website. The top navigation bar includes links for Home, Saved List, Reservation, Loan, My account, and Sign out. Below the navigation bar, there are four tabs: Saved List, Reservation, Loan, and Access. The main content area displays the "Loan Application" section. It shows a list of records that are available for loan, each with a checkbox, a title, a record ID, a covering date, a level, and an access status. The records are numbered 1 to 3. Each record has a "Remove" button. At the bottom of the list, there is a "Submit" button. A blue callout box with the text "Click here" points to the "Submit" button.

Record ID	Covering Date	Level	Access Status
HKMS154-1-1940		File	Open
HKMS154-2-536		File	Open
HKMS154-1-426		File	Open

Note: The last holding ordering time is 5:15 p.m. every working day. If you wish to reserve the loaned records for inspection on the next working day, please make sure your request reach our counter staff in person before the last holding ordering time.

- (4) After completion of the loan process, you may choose to **jot down your ticket number** or click “Print” to **print your number ticket**. When the requested item(s) is/are ready for collection, the ticket number will be **shown on the screens placed at the Reference Services Counter and Search Room**.

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- (5) If you wish to withdraw your loan request to release your loan and reservation quota, go to “Loan History”.

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- (6) In case you wish to cancel reservation for all records under one single ticket number, click “Withdraw”.

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visitor2 Home Saved List Reservation Loan My account Sign out

Loan History

1 Ticket No: 078 Request Date/ Time: 2018-12-14 10:34 Status: Request Received Details (3) Withdraw

2 Ticket No: 074 Request Date/ Time: 2018-12-13 11:19 Status: Completed Details (2)

3 Ticket No: 060 Request Date/ Time: 2018-12-05 15:33 Status: Request Received Details (10) Withdraw

Click here

- (7) Alternatively, you can choose to withdraw only some of your requested items. Click “Details” to view the list of holdings first.

Government Records Service  
The Government of the Hong Kong Special Administrative Region

visitor2 Home Saved List Reservation Loan My account Sign out

Reservation History

1 Ticket No: SR09 Request Date/ Time: 2018-12-14 10:24 Status: Request Received Details (3) Withdraw

2 Ticket No: 46E5 Request Date/ Time: 2018-12-14 10:12 Status: Withdraw Details (3)

3 Ticket No: E78K Request Date/ Time: 2018-12-14 10:03 Status: Withdraw Details (1)

Click here

(8) Click “Withdraw” to remove the unwanted items.

Government Records Service  
The Government of the Hong Kong Special Administrative Region

visitor2  
Home Saved List Reservation Loan My account Sign out

Loan Details  
Ticket No: 079 Request Date/ Time: 2018-12-14 14:18

Record ID	Status	Action
1 <a href="#">CHIEF SECRETARY'S COMMITTEE - AGENDA, PAPERS AND MINUTES</a>	HKRS394-29-193 Request Received	Withdraw
2 <a href="#">CHIEF SECRETARY'S COMMITTEE - AGENDA, PAPERS AND MINUTES</a>	HKRS394-29-194 Request Received	Withdraw
3 <a href="#">CHIEF SECRETARY'S COMMITTEE - AGENDA, PAPERS AND MINUTES</a>	HKRS394-29-195 Request Received	Withdraw
4 <a href="#">HONG KONG - HOTELS IN HONG KONG</a>	HKMS154-2-536 Request Received	Withdraw

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Click here

## C. Save Search Results

(1) If you are temporarily unable to inspect some of our holdings, for example, due to the upper limit for loan and reservation, you may use the function “Save” to add the holdings to your “Saved List”.

Government Records Service  
The Government of the Hong Kong Special Administrative Region

visitor2  
Home Saved List Reservation Loan My account Sign out

Archives (57349) Library Holdings (9498) Carl Smith Collection (3556)

Search Results  
hong kong New Search Search within Results Exact match Advanced Search

Filter Results  
Group by Series:  
HKRS819 MICROFILMING ON ... (14934)  
HKRS815 MICROFILMING ON ... (5135)  
HKRS96 FILES RELATING TO ... (4932)  
HKMS154 Guidebooks and ... (4338)  
HKRS365 Feature Article ... (2532)  
HKRS590 DE-REGISTERED ... (2399)  
HKRS41 Files Relating to ... (2319)  
HKRS156 General Correspondence ... (1691)  
HKMS189 Microfilm / Digital ... (1059)  
More

Date Range:  
1713 - 1719 (1)  
1720 - 1729 (1)  
1730 - 1739 (1)

1 to 10 of 57,349 results for keyword: "hong kong" Results per page: 10

Add to Saved List  
Select All Deselect All 1 2 3 4 5 6 7 8 9 10 Jump to this page Sort by: Relevance Simple View

1	<a href="#">HONG KONG - HOTELS IN HONG KONG</a>	Record ID: HKMS154-1-426 Covering Date: 3.1987 Level: File Access Status: Open	Loan Reserve Save
2	<a href="#">HONG KONG - HOTELS IN HONG KONG</a>	Record ID: HKMS154-2-536 Covering Date: 3.1987 Level: File Access Status: Open	Loan Reserve Save
3	<a href="#">HONG KONG &amp; VILLAGES HONG KONG</a>	Record ID: HKRS38-2-37 Level: File Access Status: Subject to application	Loan Reserve Save
4	<a href="#">HONG KONG - HONG KONG - EIN GROBARTIGES ERLEBNIS</a>	Record ID: HKMS154-1-1940 Covering Date: 1983 Level: File Access Status: Open	Loan Reserve Save

Click here

(2) To view the saved item(s), click “Saved List”.

Click here

The screenshot shows the Government Records Service search results page. The top navigation bar includes links for Home, Saved List (with a count of 3), Reservation (0), Loan (0), My account, and Sign out. The main header shows three tabs: Archives (57349), Library Holdings (9498), and Carl Smith Collection (3556). The search results are for the keyword "hong kong", showing 1 to 10 of 57,349 results. The results are sorted by Relevance and displayed in a table with columns for Record ID, Covering Date, Level, and Access Status. Each record has a checkbox, a title, and buttons for Loan, Reserve, and Save. A blue callout box points to the "Saved List" link in the top navigation bar.

Record ID	Covering Date	Level	Access Status
HKMS154-1-426	3.1987	File	Open
HKMS154-2-536	3.1987	File	Open
HKRS38-2-37		File	Subject to application
HKMS154-1-1940	1983	File	Open

(3) In the “Saved List”, you may directly add the item(s) to your loan list or reservation list when you have enough quota.

The screenshot shows the Government Records Service Saved List page. The top navigation bar includes links for Home, Saved List (with a count of 1), Reservation (0), Loan (0), My account, and Sign out. The main header shows four tabs: Saved List, Reservation, Loan, and Access. The Saved List tab is active, showing a table with columns for Record ID, Covering Date, Level, and Access Status. Each record has a checkbox, a title, and buttons for Loan, Reserve, and Access Application. A blue callout box points to the "Loan" button, and another blue callout box points to the "Reserve" button. The bottom of the page shows the Government Records Service logo and copyright information.

Record ID	Covering Date	Level	Access Status
HKMS154-1-426	3.1987	File	Open

- (4) Alternatively, you can also check the boxes of the item(s) which you wish to request, and then add the holdings to your loan list or reservation list.

Government Records Service  
The Government of the Hong Kong Special Administrative Region

visitor2 Home Saved List Reservation Loan My account Sign out

Saved List

Loan Quota: 0/10  
Reservation Quota: 3/10  
Combine Quota: 3/10

Select All Deselect All << 1 >> 1 Jump to this page

<input type="checkbox"/>	1	<a href="#">CHIEF SECRETARY'S COMMITTEE - AGENDA, PAPERS AND MINUTES</a>	Record ID: HKRS394-29-193 Covering Date: 13.1.1983 - 6.6.1983 Level: File Available for loan: Yes	Loan Reserve Access Application Remove
<input type="checkbox"/>	2	<a href="#">CHIEF SECRETARY'S COMMITTEE - AGENDA, PAPERS AND MINUTES</a>	Record ID: HKRS394-29-194 Covering Date: 4.1983 - 10.1983 Level: File Available for loan: Yes	Loan Reserve Access Application Remove
<input type="checkbox"/>	3	<a href="#">CHIEF SECRETARY'S COMMITTEE - AGENDA, PAPERS AND MINUTES</a>	Record ID: HKRS394-29-195 Covering Date: 31.10.1983 - 14.3.1984 Level: File Available for loan: Yes	Loan Reserve Access Application Remove

Select All Deselect All << 1 >> 1 Jump to this page

Add the selected items to the following list:

Loan list Reservation list Access Application list

Loan List Reservation List

Note: "Loan" and "Loan List" buttons are only available onsite.

- (5) If you are using the @PRO online, the saved list can also be **exported as a CSV file which can be opened by Microsoft Excel**.

Government Records Service  
The Government of the Hong Kong Special Administrative Region

visitor2 Home Saved List Reservation My account Sign out

Saved List

Reservation Access

<input type="checkbox"/>	8	<a href="#">CHIEF SECRETARY'S COMMITTEE - AGENDA, PAPERS AND MINUTES</a>	Record ID: HKRS394-29-195 Covering Date: 31.10.1983 - 14.3.1984 Level: File Available for loan: Yes	Reserve Access Application Remove
<input type="checkbox"/>	9	<a href="#">CHIEF SECRETARY'S COMMITTEE - AGENDA, PAPERS AND MINUTES</a>	Record ID: HKRS394-29-194 Covering Date: 4.1983 - 10.1983 Level: File Available for loan: Yes	Reserve Access Application Remove
<input type="checkbox"/>	10	<a href="#">CHIEF SECRETARY'S COMMITTEE - AGENDA, PAPERS AND MINUTES</a>	Record ID: HKRS394-29-193 Covering Date: 13.1.1983 - 6.6.1983 Level: File Available for loan: Yes	Reserve Access Application Remove

Select All Deselect All << 1 2 >> 1 Jump to this page

Add the selected items to the following list:

Reservation list Access Application list

Export

Click here

## VIII. Application for Access to Closed Records

### A. Access Application

- (1) Access to closed records (e.g. records less than 30 years) requires prior written application to GRS. GRS will seek the comment of the records transferring agencies and determine if permission for inspection shall be granted to the user. As such, the “Access Status” of the closed records is marked as “Subject to application”. Before access permission is granted, the “Reserve” and “Loan” buttons of the closed records are disabled.

The screenshot displays the Government Records Service (GRS) interface. The top navigation bar includes the GRS logo, user account options (Home, Saved List, Reservation, My account, Sign out), and search filters (Archives (134), Library Holdings (0), Carl Smith Collection (0)). The search results for 'HKRS1873' are shown, with a left sidebar for filters (Date Range, Level, Deposit, File). The main results list shows four records. Records 3 and 4 are highlighted with a red box and labeled 'Closed records' with a blue callout arrow. These records have an 'Access Status' of 'Subject to application' and disabled 'Reserve' and 'Save' buttons.

Record ID	Covering Date	Level	Access Status
HKRS1873		Series	Not available for loan at Series Level
HKRS1873-1	1999	Deposit	
HKRS1873-1-1	3.5.1999	File	Subject to application
HKRS1873-1-2	17.5.1999	File	Subject to application



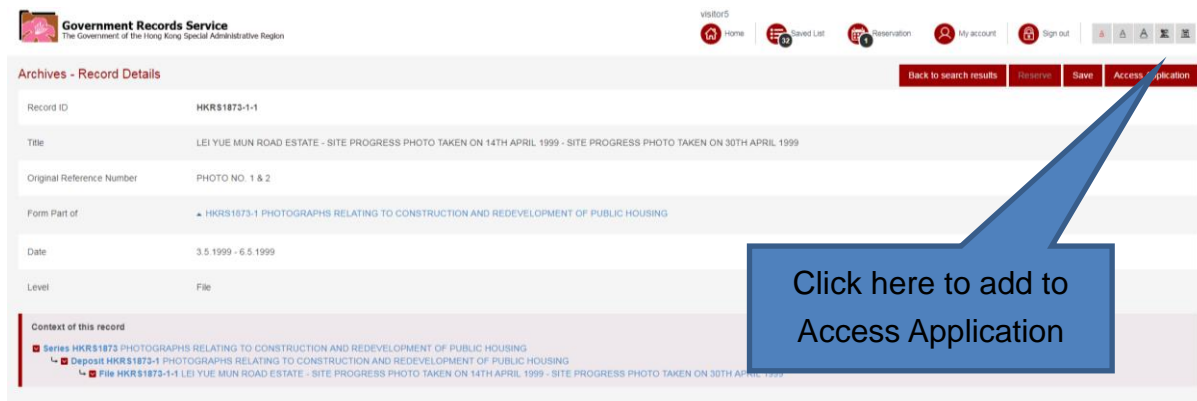
(2) To submit application for access to a closed record, you need to:

a. Click the “Title” of a closed record.

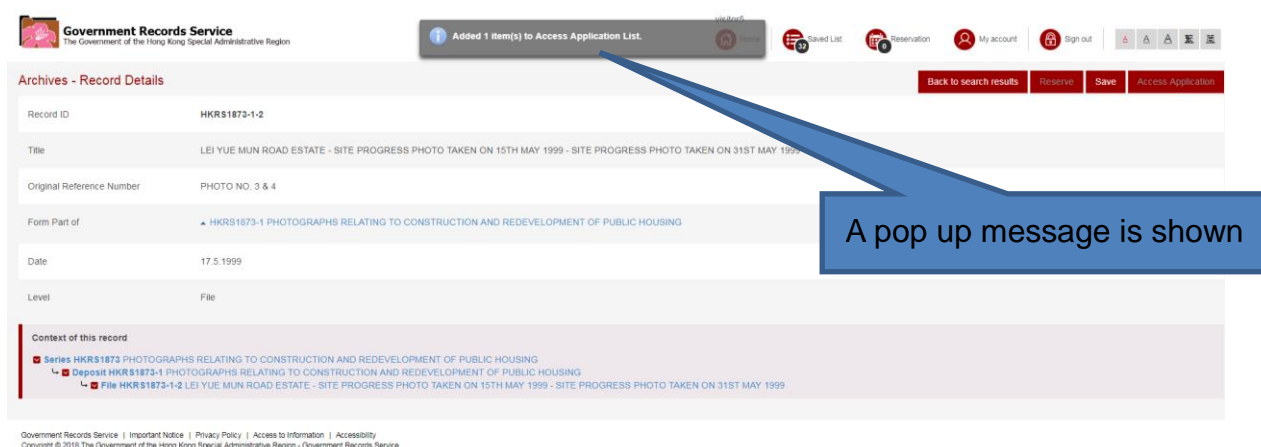
The screenshot shows the Government Records Service website. The top navigation bar includes the logo, 'Government Records Service', and the tagline 'The Government of the Hong Kong Special Administrative Region'. There are links for 'Home', 'Saved List', 'Reservation', 'My account', and 'Sign out'. Below the navigation bar, there are tabs for 'Archives (134)', 'Library Holdings (0)', and 'Carl Smith Collection (0)'. The main content area is titled 'Search Results' and shows a search for 'HKRS1873'. On the left, there are filters for 'Date Range' (1998 - 1999 (45), 2000 - 2001 (86), Others (1)), 'Level' (Series (1), Deposit (1), File (132)), and 'Access Status'. The search results are displayed in a table with columns for 'Record ID', 'Record Title', 'Record ID', 'Covering Date', 'Level', and 'Access Status'. The first two records are 'PHOTOGRAPHS RELATING TO CONSTRUCTION AND REDEVELOPMENT OF PUBLIC HOUSING'. The third record is 'LEI YUE MUN ROAD ESTATE - SITE PROGRESS PHOTO TAKEN ON 14TH APRIL 1999 - SITE PROGRESS PHOTO TAKEN ON ...'. A blue arrow points to the title of the third record, and a callout box says 'Click here'.

Record ID	Record Title	Record ID	Covering Date	Level	Access Status
1	PHOTOGRAPHS RELATING TO CONSTRUCTION AND REDEVELOPMENT OF PUBLIC HOUSING	HKRS1873		Series	Not available for loan at Series Level
2	PHOTOGRAPHS RELATING TO CONSTRUCTION AND REDEVELOPMENT OF PUBLIC HOUSING	HKRS1873-1	1998	Deposit	Not available for loan at Deposit Level
3	LEI YUE MUN ROAD ESTATE - SITE PROGRESS PHOTO TAKEN ON 14TH APRIL 1999 - SITE PROGRESS PHOTO TAKEN ON ...	HKRS1873-1-1	3.5.1999	File	Subject to application
4	LEI YUE MUN ROAD ESTATE - SITE PROGRESS PHOTO TAKEN ON 15TH MAY 1999 - SITE PROGRESS PHOTO TAKEN ON ...	HKRS1873-1-2	17.5.1999	File	Subject to application

b. Click the “Access Application” button on the top right-hand corner. The closed record will be added to a list of “Access Application”.

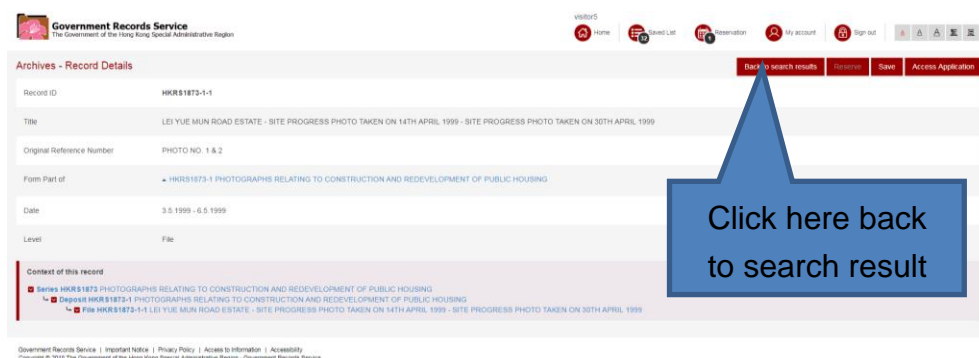


A pop-up message will be shown.

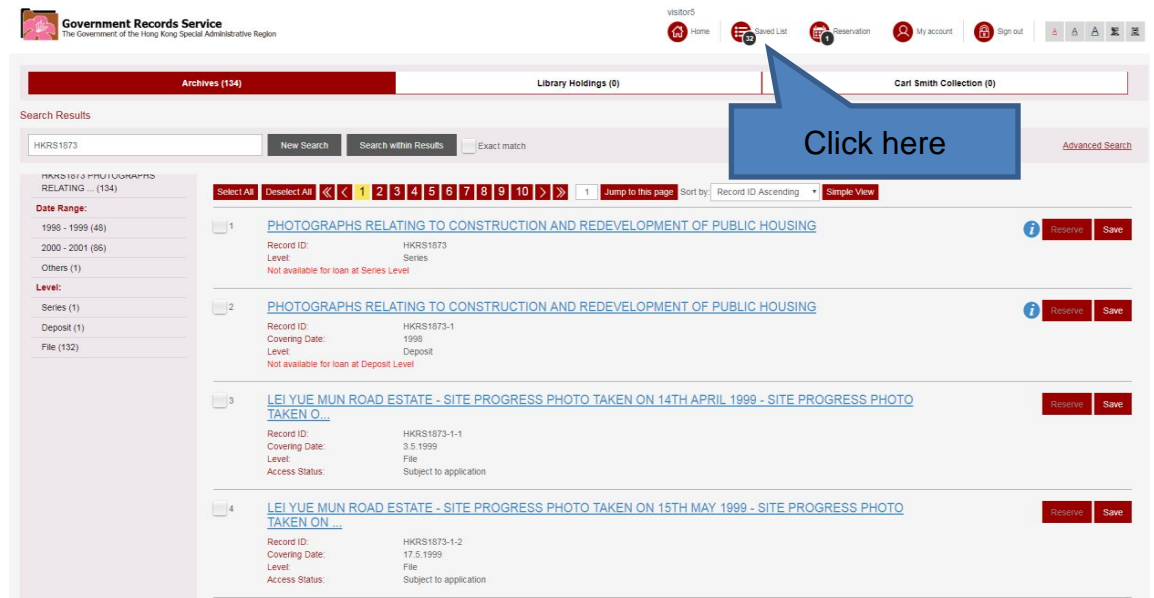


Note: If you would like to add more than one closed record in your application, please follow the instruction of step (c) below. Otherwise, please jump to step (d).

- c. To add more closed records, please click “Back to search results” button, then repeat steps (a) and (b) stated above.



- d. After adding all selected closed records, click the “Saved List”.



- e. Choose “Access” and click the “Access Application” in the menu bar to view the added item(s).

The screenshot shows the 'Access Application' form on the Government Records Service website. The form is titled 'Access Application' and includes fields for Record ID, Covering Date, Level, and Reproduction. A blue callout box with the text 'Click here to submit application' points to the 'Submit' button at the bottom of the form.

- f. Fill in the “Purpose of the application” and click the box indicating your agreement to the “Declaration”. Then click the “Submit” button.

The screenshot shows the 'Access Application' form on the Government Records Service website. The form includes a header with navigation links (Home, Saved List, Reservation, My account, Sign out) and a sub-header with tabs (Saved List, Reservation, Access). The main content area contains a list of records, a 'Purpose of the application' text box, 'Notes for Application', and a 'Declaration' section with a 'Submit' button. Three blue callout boxes with arrows point to specific elements: one points to the 'Submit' button, another points to the 'Declaration' checkbox, and a third points to the 'Purpose of the application' text box.

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visitor5 Home Saved List Reservation My account Sign out

Access Application

1 [LEI YUE MUN ROAD ESTATE - SITE PROGRESS PHOTO TAKEN ON 15TH MAY 1999 - SITE PROGRESS PHOTO TAKEN ON 31ST MAY 1999](#) Remove

Record ID: HKRS1873-1-2  
Covering Date: 17.5.1999 - 17.5.1999  
Level: File  
Reproduction: ☐ Yes ☒ No

Purpose of the application

Notes for Application

(1) It is voluntary for you to supply the information requested in this form. The information (including personal data) provided will be used for processing your application for access to and/or reproduction of closed record(s). It may be disclosed to relevant government bureaux / departments and/or other organisations / parties for such purpose.

(2) Approval from records transferring relevant agency may be required prior to reproduction of closed record(s). Please indicate whether you need to have reproduction in this application form.

(3) You may be asked to provide additional information to help process your request. Government Records Service (GRS) may not be able to process your application if you do not provide sufficient information.

Declaration

☐ I have read the above "Notes for Applicant". I agree and understand that the information (including personal data) provided in this form may be used for the purpose listed in item (1) "Notes for Applicant".

Submit

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Click here to submit application

Click the box indicating agreement

Fill in the purpose of application

g. After submitting your application, two pop-up messages will be shown. An acknowledgement will be sent to your email account soon.

First pop-up message appears:

The screenshot shows the same 'Access Application' form as before, but with a pop-up message box in the center. The pop-up message box contains the text 'You have 14 access application(s) being processed.' and has 'OK' and 'Cancel' buttons. A blue callout box with an arrow points to the 'OK' button. The background of the form is dimmed.

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visitor5 Home Saved List Reservation My account Sign out

Access Application

1 [LEI YUE MUN ROAD ESTATE - SITE PROGRESS PHOTO TAKEN ON 15TH MAY 1999 - SITE PROGRESS PHOTO TAKEN ON 31ST MAY 1999](#) Remove

Record ID: HKRS1873-1-2  
Covering Date: 17.5.1999 - 17.5.1999  
Level: File  
Reproduction: ☐ Yes ☒ No

Purpose of the application

Notes for Application

(1) It is voluntary for you to supply the information requested in this form. The information (including personal data) provided will be used for processing your application for access to and/or reproduction of closed record(s). It may be disclosed to relevant government bureaux / departments and/or other organisations / parties for such purpose.

(2) Approval from records transferring relevant agency may be required prior to reproduction of closed record(s). Please indicate whether you need to have reproduction in this application form.

(3) You may be asked to provide additional information to help process your request. Government Records Service (GRS) may not be able to process your application if you do not provide sufficient information.

Declaration

☒ I have read the above "Notes for Applicant". I agree and understand that the information (including personal data) provided in this form may be used for the purpose listed in item (1) "Notes for Applicant".

Submit

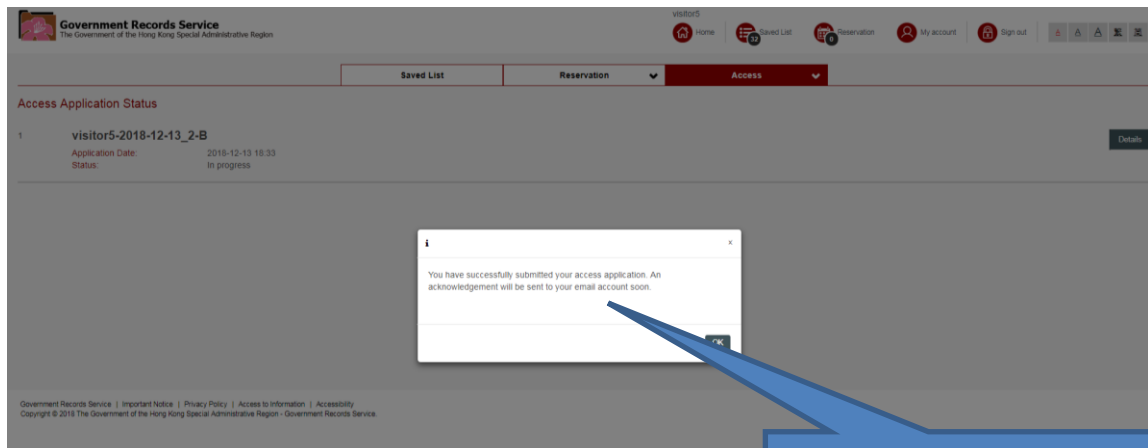
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You have 14 access application(s) being processed.

OK Cancel

Showing the number of access application cases being processed

After pressing "OK" button, second pop-up message appears:

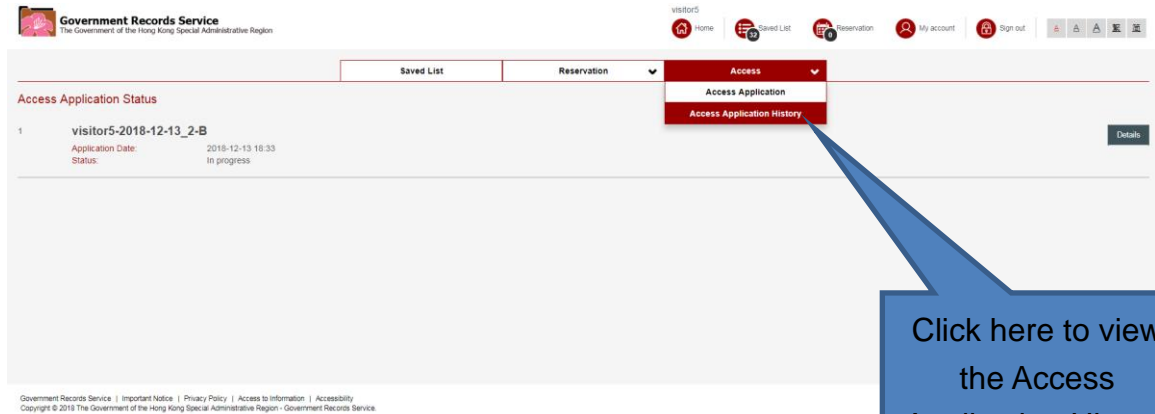


Showing that you have successfully submitted your access application

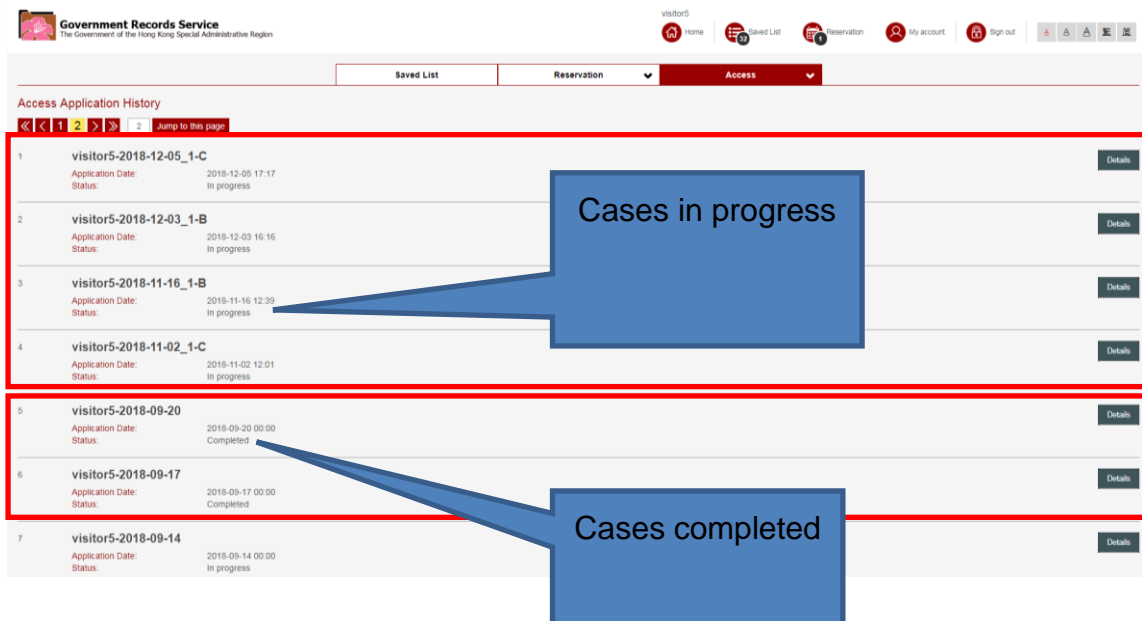


## B. Access Application History

- (1) User can view the access application history by clicking the “Access Application History” button in the menu bar.



- (2) User can view the status and progress of all the submitted access applications.



- (3) User can click the “Details” button and view the status and progress of the records under each submitted access application.

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visitor5 Home Saved List Reservation My account Sign out

Access Application History

1 visitor5-2018-12-05\_1-C  
Application Date: 2018-12-05 17:17  
Status: In progress Details

2 visitor5-2018-12-03\_1-B  
Application Date: 2018-12-03 16:16  
Status: In progress Details

3 visitor5-2018-11-16\_1-B  
Application Date: 2018-11-16 12:39  
Status: In progress Details

4 visitor5-2018-11-02\_1-C  
Application Date: 2018-11-02 12:01  
Status: In progress Details

5 visitor5-2018-09-20  
Application Date: 2018-09-20 00:00  
Status: Completed Details

6 visitor5-2018-09-17  
Application Date: 2018-09-17 00:00  
Status: Completed Details

7 visitor5-2018-09-14  
Application Date: 2018-09-14 00:00  
Status: In progress Details

Click here for details of submitted access

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visitor5 Home Saved List Reservation My account Sign out

Access Application Details

Reference No. of Application: visitor5-2018-12-13\_2-B Application Date: 2018-12-13 18:33

Purpose of the application:  
Status: Completed

1 LEI YUE MUN ROAD ESTATE - SITE PROGRESS PHOTO TAKEN ON 15TH MAY 1999 - SITE PROGRESS PHOTO TAKEN ON 31ST MAY 1999  
Record ID: HKRS1873-1-2  
Level: File Reserve

Record shown

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(4) After permission has been granted, the user needs to click the “Reserve” button for reservation of the record approved for access. For details of reservation, please refer to Part VII of this user guide.

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visitor5 Home Saved List Reservation My account Sign out

Access Application Details

Reference No. of Application: visitor5-2018-12-13\_2-B Application Date: 2018-12-13 18:33

Purpose of the application:  
Status: Completed

1 LEI YUE MUN ROAD ESTATE - SITE PROGRESS PHOTO TAKEN ON 15TH MAY 1999 - SITE PROGRESS PHOTO TAKEN ON 31ST MAY 1999  
Record ID: HKRS1873-1-2  
Level: File Reserve

Click here for reservation of record approved for access

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If you have any feedback or suggestions for @PRO, please contact us in person, by phone (+852 2195 7700) or by email (proinfo@grs.gov.hk).

END