

**CONTROLLING OFFICER'S REPLY TO
INITIAL WRITTEN QUESTION**

DEVB(W)119

Question Serial No.

0520

Head: 42 Electrical and Mechanical
Services Department

Subhead (No. & title): 000 Operational
Expenses

Programme:

Controlling Officer: Director of Electrical and Mechanical Services

Director of Bureau: Secretary for Development

Question:

Regarding the departmental records management work over the past three years (up to 2012-13):

- (a) Please provide information on the number and rank of officers designated to perform such work. If there is no officer designated for such work, please provide information on the number of officers and the hours of work involved in records management duties, and the other duties they have to undertake in addition to records management;
- (b) Please list in the table below information on programme and administrative records which have been closed pending transfer to the Government Records Service (GRS) for appraisal:

Category of records	Years covered by the records	Number and linear metres of records	Retention period approved by GRS	Are they confidential documents

- (c) Please list in the table below information on programme and administrative records which have been transferred to GRS for retention:

Category of records	Years covered by the records	Number and linear metres of records	Years that the records were transferred to GRS	Retention period approved by GRS	Are they confidential documents

- (d) Please list in the table below information on records which have been approved for destruction by GRS:

Category of records	Years covered by the records	Number and linear metres of records	Years that the records were transferred to GRS	Retention period approved by GRS	Are they confidential documents

Asked by: Hon. HO Sau-lan, Cyd

Reply:

Information on the departmental records management work undertaken by Electrical and Mechanical Services Department over the past three years (up to 2012-13) is provided below -

(a) Number and rank of designated officers:

There are four officers (three Confidential Assistants and one Assistant Clerical Officer) designated to perform records management work. A number of other officers of different grades including executive, clerical and secretarial are also involved in the duties. However, as records management is only part of their overall duties, we are not able to provide a breakdown of the manpower spent solely on the work.

(b) Information on programme and administrative records which have been closed pending transfer to the Government Records Service (GRS) for appraisal:

Category of records	Years covered by the records	Number and linear meters of records	Retention period approved by GRS	Are they confidential documents
Programme records	1994-2013	No.: 268 (14.17 linear meters)	8 years after the records have become inactive	No
Administrative records	2008-2013	No. :1013 (42.14 linear meters)	7 years after action completed	No

(c) Information on programme and administrative records which have been transferred to GRS for retention:

Nil

