

保護重要檔案 的專業機電工程支援獲認同

Professional E&M Engineering Support in Vital Records Protection Recognised

保護重要檔案對政府極其重要，因為檔案內載錄的資料，不但可讓各政策局和部門在緊急事故或災難發生時繼續保持運作，也為政府的各項施政保留重要證明。要確保重要檔案能得到充份保護，適切的機電工程支援是必不可少的。

作為政策局和部門專責的工作伙伴，機電工程署獲政府檔案處邀請，於2012年8月13日的研討會上分享我們的專業知識及經驗。機電工程署專業工程人員楊月華女士以「從機電工程角度探討重要檔案的保護工作」為題在會上發言，闡述了重要檔案的兩大主要類別，即非電子檔案，例如紙張檔案、照片、縮微膠卷，和電子檔案，例如磁帶或磁碟、硬碟及伺服器；以及檔案保存工作所面對的各項潛在風險，例如惡意毀壞、火災、水災、供電中斷和不適當的室內環境等。

楊女士在機電工程角度闡述各項有助減輕風險的措施，包括設置保安、防火、漏水檢測及適當的空調系統和雙源供電等。研討會共有200多人參與，分別來自70多個政策局和部門。



楊女士和其他講者攝於研討會的問答環節。
Ms Yeung and other speakers in the panel Q&A session.

Protecting vital records is essential to the government as these records contain not only information that enables policy bureaux and departments to continue their operation in the event of an emergency or disaster, but also important evidence of activities carried out by the government. To ensure vital records are well protected, suitable E&M engineering support is essential.

As a working partner dedicated to serving policy bureaux and departments, EMSD was invited by the Government Records Service to share our expertise and experience in a seminar held on 13 August, 2012. Our professional engineer, Ms Priscilla Yeung Yuet-wa presented on the topic of "Protection of Vital Records from the Electrical and Mechanical Engineering Perspective". Ms Yeung explained the classification of vital records, which fall under two main categories, namely non-electronic records such as paper files, photos, microfilms; and electronic records such as magnetic tapes or disks, hard drives and servers. She highlighted potential risks to records such as vandalism, fire damage, water damage, electricity supply failure and improper indoor environment.



政府檔案處邀請楊月華女士就重要檔案的保護工作發言。
Ms Priscilla Yeung Yuet-wa speaking at the Government Records Service seminar on the protection of vital records.

The presentation introduced mitigating measures from the electrical and mechanical engineering perspective, and these included the provision of security, fire protection, water leakage detection, and appropriate air-conditioning systems as well as dual sources of power supply. The seminar was well received and attended by over 200 participants from more than 70 policy bureaux and departments.



您的寶貴意見對我們非常重要！如大家對《機電傳聲》有任何意見或回應，歡迎以電郵 (bssd@emsd.gov.hk) 或傳真 (傳真號碼：2882 1574) 隨時聯絡我們，讓我們不斷改進。如果您希望我們從郵寄名單中刪除您的名字，或更新您的資料，請透過電郵(bssd@emsd.gov.hk)與我們聯絡。

Your opinion is very important to our continuous improvement in VoiceLink!

If you have any comments or feedback for the newsletter, please do not hesitate to let us know anytime.

Feel free to e-mail or fax us at bssd@emsd.gov.hk or 2882 1574. In case you wish to remove your name from our newsletter mailing list, or to update your information in the future, please e-mail to bssd@emsd.gov.hk.

機電傳聲

發行：機電工程署 業務支援分部
電話：(852) 2333 3762
傳真：(852) 2882 1574
網址：www.emsd.gov.hk
電郵：bssd@emsd.gov.hk

VoiceLink

Published by: Business Support Sub-division, Electrical and Mechanical Services Department
Telephone: (852) 2333 3762
Facsimile: (852) 2882 1574
Website: www.emsd.gov.hk
E-mail: bssd@emsd.gov.hk

