

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

Reply Serial No.

THB(T)027

Question Serial No.

3120

Head: 60 - Highways Department Subhead (No. & title):

Programme:

Controlling Officer: Director of Highways

Director of Bureau: Secretary for Transport and Housing

Question:

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

- (a) Please provide information on the number and rank of officers designated to perform such work. If no officer is 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 the GRS	Are they confidential documents

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

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

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

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

Asked by: Hon. HO Sau-lan, Cyd

Reply:

- (a) We have designated a total of 43 officers in various offices as Departmental Records Manager, Records Managers and Assistant Departmental Records Managers to oversee records management work on top of their other duties. They are mainly professional officers (such as engineers, surveyors, etc.) or Executive Officers. As these officers are responsible for a wide range of duties in the course of their daily work, we do not have information on the exact time spent by individual officers on records management work. They are assisted by the following clerical officers who are designated for day-to-day management of files and records on a full-time basis:

Rank	Number
Assistant Clerical Officer	12
Clerical Assistant	31
Confidential Assistant	2

- (b) Records with approved retention periods which have been closed pending transfer to the GRS for appraisal are provided below:

Category of records	Years covered by the records	Number and linear metres of records	Retention period approved by the GRS	Are they confidential documents
Administrative records	2007 to 2012	69 files in 3 linear metres	Three to five years	No
	2007 to 2012	18 files in 1 linear metre	Three to five years	Yes
Programme records	2004 to 2012	6 661 files in 266 linear metres	Thirteen to twenty years	No
	2004 to 2012	368 files in 15 linear metres	Thirteen to twenty years	Yes

(c) Information on records which have been transferred to the GRS for retention is as follows:

Category of records	Years covered by the records	Number and linear metres of records	Year that the records were transferred to the GRS	Retention period approved by the GRS	Are they confidential documents
Programme records	1987 to 2012	10 182 files in 407 linear metres	2010 to 2012	Twelve to thirteen years	No

(d) Information on records which have been approved for destruction by the GRS is as follows:

Category of records	Years covered by the records	Number and linear metres of records	Year that approval was granted by the GRS	Retention period approved by the GRS	Are they confidential documents
Administrative records	1973 to 2008	3 225 files in 129 linear metres	2010 to 2012	Two to seven years	No
	1949 to 2010	1 471 files in 59 linear metres	2010 to 2012	One to five years	Yes
Programme records	1968 to 2001	13 860 files in 554 linear metres	1997 to 2012	Seven to thirteen years	No
	1989 to 2002	73 files in 3 linear metres	2010 to 2012	Eight years	Yes

Name in block letters:

K K LAU

Post Title:

Director of Highways

Date:

5.4.2013