

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

Reply Serial No.

**DEVB(W)107**

Question Serial No.

**0519**

Head: 39 - Drainage Services Department Subhead (No. & title): 000 Operational Expenses

Programme:

Controlling Officer: Director of Drainage 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 meters 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 meters 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 meters 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 Drainage Services Department over the past three years (up to 2012-13) is provided below -

(a) Number and rank of designated officers:

There are 13 officers (one Clerical Officer, six Assistant Clerical Officers, five Clerical Assistants and one Confidential Assistant) designated to perform records management work. A number of other officers of different grades including executive, clerical and secretarial are involved in these 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	1986 to 2013	No.: 9 470 (473.50 linear meters)	four years after action completed or permanent	340 out of 9 470 are confidential records
Administrative records	1989 to 2013	No.: 2 105 (105.25 linear meters)	one to seven years after action completed	227 out of 2 105 are confidential records

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

**Nil**

- (d) Information on records which have been approved for destruction by GRS:

Category of records	Years covered by the records	Number and linear meters of records	Years that the records were transferred to GRS	Retention period approved by GRS	Are they confidential documents
Programme records	1971 to 2002	No.: 1 127 (24.42 linear meters)	The records were kept by the department until destruction	four to 12 years after action completed	65 out of 1 127 are confidential records
Administrative records	1961 to 2011	No.: 2 233 (111.68 linear meters)	The records were kept by the department until destruction	one to seven years after action completed	37 out of 2 233 are confidential records

Name in block letters: CHAN Chi-chiu

Post Title: Director of Drainage Services

Date: 3 April 2013