

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

**DEVB(PL)083**

Question Serial No.

0511

Head: 82 Buildings Department

Subhead (No. & title): 000 Operational Expenses

Programme: Buildings and Building Works

Controlling Officer: Director of Buildings

Director of Bureau: Secretary for Development

Question:

Regarding the departmental records management work over the past three years (2010-11, 2011-12, 2012-13):

1. 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;
2. Please list in the table below information on programme and administrative records which have been closed and 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

3. 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

4. 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 over the past three years (2010-11, 2011-12, 2012-13) is provided as follows:

1. There is no dedicated officer assigned to perform records management duties in the Buildings Department (BD). All professional, technical and general grades staff of the Department are involved in records management, associated with and as part of their overall duties in the administration and enforcement of the Buildings Ordinance. As the time spent on records management varies among officers, we are not able to provide the total number of hours spent on records management.

2 & 3. The BD does not have any programme and administrative records which have been closed and pending transfer to the Government Records Service (GRS) for appraisal or which have been transferred to GRS for retention.

4. 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
2010-11	Programme files	1950-2010	Records of 297 files/ 193 linear meters	The records were not transferred to GRS before destruction.	Nil	No
2011-12	Programme files	1988-2011	Records of 537 files / 153 linear meters	The records were not transferred to GRS before destruction.	Nil	No
2012-13	Programme files	1988-2012	Records of 871 files / 197 linear meters	The records were not transferred to GRS before destruction.	Nil	No

Name in block letters: AU Choi-kai

Post Title: Director of Buildings

Date: 2.4.2013