

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

**FHB(FE)145**

Question Serial No.

0523

Head: 49 Food and Environmental Hygiene  
Department

Subhead (No. & title): 000 Operational expenses

Programme:

Controlling Officer: Director of Food and Environmental Hygiene

Director of Bureau: Secretary for Food and Health

Question:

Regarding the departmental records management work over the past three years (2010-11, 2011-12 and 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 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

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 metres 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 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:

The information sought is provided as follows –

1. The day-to-day records management work is mainly undertaken by the registry staff (e.g. clerical grades staff) of respective registries in sections/districts/offices of the Food and Environmental Hygiene Department (the Department) on full-time or part-time basis. At the headquarters level, a total of 12 staff, including 1 Assistant Clerical Officer, 6 Clerical Assistants, 1 Senior Confidential Assistant, 4 Confidential Assistants, are deployed full time to carry out records management work in addition to staff who work on this on part-time basis. At the section/district level, such work is taken up by staff on part-time basis. On the management side, we have appointed officers at different levels to oversee records management policies and activities on part-time basis in addition to their other administrative or operational duties. A directorate officer overseeing records management is underpinned by the Departmental Records Manager and Branch Records Managers at Chief Executive Officer level to establish and implement comprehensive records management programmes at departmental and branch levels respectively. A total of 118 Records Managers not below the rank of Executive Officer II or equivalent are also appointed to oversee records management matters in each section/district/office.
2. The closed programme and administrative files yet to be transferred to the Government Records Service (GRS) for files appraisal:

Category of records	Years covered by the records	Number and linear meters of records (lm)	Retention period approved by GRS	Are they confidential documents
Administrative	1974 - 2013	6 330 files (325.43 lm)	2 - 7 years	Yes
Programme	1977 - 2013	1 843 files (131.75 lm)	3 - 10 years	Yes
Total		8 173 files (457.18 lm)		

3. The programme and administrative files transferred to GRS for retention:

Category of records	Years covered by the records	Number and linear metres of records (lm)	Years that the records were transferred to GRS	Retention period approved by GRS	Are they confidential documents
Administrative	1961 - 1994	6 files (0.24 lm)	2011	3 - 5 years	No
Programme	1953 - 1980	4 files (1.70 lm)	2012	Not <sup>(Note)</sup> Applicable	No
Total		10 files (1.94 lm)			

Note: These are old files without a disposal schedule. They had been appraised to have archival values and transferred to GRS for retention.

4. The files approved for destruction by GRS:

<b>Category of records</b>	<b>Years covered by the records</b>	<b>Number and linear metres of records (lm)</b>	<b>Years that the records were transferred to GRS</b>	<b>Retention period approved by GRS</b>	<b>Are they confidential documents</b>
Administrative	1953 - 2010	17 870 files (382.42 lm)	Not Applicable	1 - 7 years	Yes
Programme	1953 - 2011	443 876 files (3 299.30 lm)	Not Applicable	6 months - 7 years	Yes
Total		461 746 files (3 681.72 lm)			

Name in block letters: Clement LEUNG

Post Title: Director of  
Food and Environmental Hygiene

Date: 5.4.2013