

**CONTROLLING OFFICER'S REPLY TO  
INITIAL WRITTEN QUESTION****SB212**

Question Serial No.

0515

Head: 30 Correctional Services DepartmentSubhead (No. & title): 000 Operational ExpensesProgramme:Controlling Officer: Commissioner of Correctional ServicesDirector of Bureau: Secretary for SecurityQuestion:

Regarding information on records management of the Department in the past three years (2010-11, 2011-12, 2012-13):

1. The number and rank of dedicated staff responsible for records management of the Department; if there is no dedicated officer taking charge of records management, please provide information on the manpower involved in records management, their working hours spent on records management and the scope of work which is also under their charge;
2. Please list out information on the programme and administration records which were closed and awaiting transfer to the Government Records Service (GRS) for appraisal in the table below;

Category of records	Years in which the records were opened and closed	Number and linear metres of the records	The subject year(s) of the records as appraised for retention by the GRS	Whether the records were confidential or not

3. Please list out information on the programme and administration records which have been transferred to the GRS for retention in the table below;

Category of records	Years in which the records were opened and closed	Number and linear metres of the records	Years in which the records were transferred to the GRS	The subject year(s) of the records as appraised for retention by the GRS	Whether the records were confidential or not

4. Please list out information on the records which were approved for destruction by the GRS in the table below;

Category of records	Years in which the records were opened and closed	Number and linear metres of the records	Years in which the records were transferred to the GRS	The subject year(s) of the records as appraised for retention by the GRS	Whether the records were confidential or not

Asked by: Hon. HO Sau-lan, Cyd

Reply:

1. The Correctional Services Department (CSD) has devised records management plans in accordance with the relevant government internal guidelines. Those staff responsible for records management in general have to perform other administrative, clerical or departmental support duties as well. Different grades and ranks of staff are involved, including Executive Officers, Clerical Officers/Clerical Assistants and correctional services staff, etc. The Departmental Records Manager (undertaken by the Civil Secretary) is responsible for overseeing the coordination and implementation of records management plans according to established policies and relevant procedures.
2. Information on the programme and administration records which were closed and awaiting transfer to the Government Records Service (GRS) for appraisal is set out below:

Category of records	Years in which the records were opened and closed	Number and linear metres of the records	The subject year(s) of the records as appraised for retention by the GRS	Whether the records were confidential or not
Programme Records	1975-2010	4 512 / 125 linear metres	Awaiting transfer to the GRS for appraisal of the years of retention for the records	No
Administration Records	1955-2010	5 341 / 144 linear metres		No
Programme Records	1972-2003	1 130 / 22 linear metres		Yes
Administration Records	1973-2001	126 / 4 linear metres		Yes

3. Information on the programme and administration records which have been transferred to the GRS for retention is set out below:

Category of records	Years in which the records were opened and closed	Number and linear metres of the records	Years in which the records were transferred to the GRS	The subject year(s) of the records as appraised for retention by the GRS	Whether the records were confidential or not
Programme Records	1956-1981	8 / 0.2 linear metre	2010-2012	The years of retention for the records transferred to the GRS are decided by the GRS. The CSD has no information on the years of retention in respect of the records	No
Administration Records	No records have been transferred	Not applicable	Not applicable		Not applicable

4. Information on the records which were approved for destruction by the GRS is set out below:

Category of records	Years in which the records were opened and closed	Number and linear metres of the records	Years in which the records were transferred to the GRS	The subject year(s) of the records as appraised for retention by the GRS	Whether the records were confidential or not
Programme Records	1954-2009	42 264 / 357 linear metres	Not applicable	3-10 years	No
Administration Records	1960-2009	20 893 / 192 linear metres	Not applicable	1-7 years	No
Programme Records	1994-2002	1 961 / 29 linear metres	Not applicable	7 years	Yes

Name in block letters: SIN YAT KIN

Post Title: Commissioner of Correctional Services

Date: 26.3.2013