Examination of Estimates of Expenditure 2013-14

CONTROLLING OFFICER'S REPLY TO INITIAL WRITTEN QUESTION

Reply Serial No.

SB212

Question Serial No.

0515

<u>Head:</u> 30 Correctional Services Department

Subhead (No. & title): 000 Operational Expenses

Programme:

Controlling Officer: Commissioner of Correctional Services

Director of Bureau: Secretary for Security

Question:

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

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

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

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

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	No
Administration Records	No records have been transferred	Not applicable	Not applicable	to the GRS are decided by the GRS. The CSD has no information on the years of retention in respect of the records	Not applicable

Catalogue	V	N	Variation and the	T 1	XX 71 (1 (1
Category of	Years in which	Number	Years in which	The subject year(s)	Whether the
records	the records	and linear	the records were	of the records as	records were
	were opened	metres of	transferred to the	appraised for	confidential or
	and closed	the	GRS	retention by the	not
		records		GRS	
Programme	1954-2009	42 264 /	Not applicable	3-10 years	No
Records		357 linear			
		metres			
Administration	1960-2009	20 893 /	Not applicable	1-7 years	No
Records		192 linear			
		metres			
Programme	1994-2002	1 961 / 29	Not applicable	7 years	Yes
Records		linear			
		metres			

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

 Name in block letters:
 SIN YAT KIN

Post Title: Commissioner of Correctional Services

Date: 26.3.2013

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