

政府總部
香港下亞厘畢道



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GOVERNMENT SECRETARIAT
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8 January 2009

Mrs Vivian Kam
Clerk to the House Committee
Legislative Council Secretariat
Legislative Council Building
8 Jackson Road
Central
Hong Kong

Dear Mrs KAM,

Follow-up to the House Committee meeting on 2 January 2009

I refer to your letter of 5 January 2009 relaying Hon Cyd HO's request for supplementary information concerning the eight cases, wherein some government records had been advertently destroyed or reported missing by bureaux and departments, mentioned in the Administration's reply to the written question raised by her at the Council meeting on 3 December 2008. Having collated the information from bureaux and departments, we are now able to provide the relevant details below.

As explained in the Administration's reply, in the past five years since January 2004, there were four cases wherein some records had been inadvertently destroyed and four cases with records reported missing by bureaux and departments before appraisal of archival value by the Government Records Service. Of these eight cases, three are concerned with administrative records (行政檔案) on matters relating to committees, organization, plans and programmes. The remaining five cases are concerned with programme records (業務檔案) relating to certain functions and activities of individual bureaux and departments. Details of the bureaux and departments involved and the subject matter involved in these cases are set out at the Annex. The concerned bureaux and departments had looked into these cases and found no evidence of malicious destruction of records. They have reminded their staff to adhere to the records management procedures and put in place measures to prevent recurrence in future. No politically appointed officials were involved in these eight cases.

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The Government has put in place administrative arrangements to facilitate the identification, transfer and preservation of and public access to government records and materials with historical value. We will continue to review and improve on the present system notably in helping bureaux and departments enhance their records management.

Yours sincerely,

A handwritten signature in black ink, appearing to read "Shirley Yung", written in a cursive style.

(Miss Shirley Yung)
for Director of Administration

Annex

**Cases with records inadvertently destroyed or reported missing
before appraisal of archival value by Government Records Service
from 2004 to 2008**

	Nature of records	Bureau/Department involved
I. Cases with records reported missing		
1.	Programme records on shipping registration matters relating to a ship already de-registered in 1975	Marine Department
2.	Programme records on District Anti-Narcotics Campaigns 1980/81	Home Affairs Department
3.	Programme records on routine building maintenance information of five government premises/schools	Architectural Services Department
4.	Programme records of Eastern District Office on district liaison and district committee matters	Home Affairs Department
II. Cases with records inadvertently destroyed		
5.	Administrative records on general administration of O Pui Shan Boys' Home	Social Welfare Department
6.	Programme records of Tsuen Wan and Kwai Tsing District School Development Section on annual school plans/school reports of individual schools	Education Bureau
7.	Administrative records on review of the municipal council and district boards and on Regional Council 1990 and 1992	Leisure and Cultural Services Department
8.	Administrative records of the China Ferry Terminal Section about correspondence on immigration operational matters and on two old computer systems already replaced	Immigration Department