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13 January 2021

Ms Wendy JAN
Public Accounts Committee Secretariat
Legislative Council Complex
1 Legislative Council Road
Central, Hong Kong

Dear Ms JAN,

Public Accounts Committee
Consideration of Chapter 3 of the Director of Audit's Report No. 75
Acquisition and management of collection items in public museums

Thank you for your letter dated 8 January 2021 to the Director of Leisure and Cultural Services. Our replies to the questions raised by the Public Accounts Committee on Chapter 3 of the Director of Audit's Report No. 75 are as follows -

- (1) With reference to the reply to Question 1, when the museum of the Leisure and Cultural Services Department consults the Programme Committee and Museum Expert Advisers on a proposed acquisition, whether they will be provided with sufficient options, such as funding availability, type and quantity of the proposed acquisition, etc.

When consulting the Programme Committee and Museum Expert Advisers on a proposed acquisition, information including title, quantity, period, material, price and photos, etc., as well as information of similar or related items in the museum collection (if any), including type, quantity, acquisition price and year of collection, etc. will be provided for reference and consideration. The Programme Committee will consider whether funding is available and whether the acquisition proposal is in line with the overall collection strategy of the museum. After the proposal is confirmed suitable and feasible, the museum will invite Museum Expert

Advisers on a rotation basis to provide independent expert advice according to the acquisition assessment criteria that include the artistic/historical/scientific/technological merit of the proposed acquisition, relevance to the scope of museum collection, authenticity and price, etc.

- (2) With reference to the reply to Question 3, it is estimated that the Hong Kong Film Archive will take around 7 to 8 years to complete the accession of all existing collection items. The measures taken by the Department to ensure the items pending accession (especially old film reels) are not damaged or lost

The Hong Kong Film Archive (Archive) maintains the collection items pending accession (including film reels) in accordance with prevailing collection management procedure, which includes basic registration for each batch of donated items, such as photo-taking, numbering, documenting object content, date of receipt, name of donor, mode of acquisition, quantity, storage location and file reference, etc. Donated items are then properly packed and placed in individual containers, sealed and marked with batch numbers and stored in lockable collection stores equipped with strict control on temperature and humidity as well as special security system. Film reels are placed in purpose-designed cold stores for long-term keeping. Entry to collection stores is restricted to no less than two persons, with one being the staff from the subject team of the Archive. Individual access is not allowed. Name of each person, time, date and signature have to be recorded when entering and leaving the collection stores. Besides, the Archive conducts regular stocktaking and surprise checking of the donated items to ensure that all are properly maintained.

Yours sincerely,



(Ms Eve Tam)

for Director of Leisure and Cultural Services

- c.c. Secretary for Home Affairs (email: sha@hab.gov.hk)
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