

**For information**

**LegCo Panel on Information Technology  
and Broadcasting**

**Progress of the Year 2000 Compliance Exercise in  
Government Records Service Division,  
Chief Secretary for Administration Office**

**Purpose**

This paper reports on the progress of the Year 2000 compliance exercise in the Government Records Service Division (GRSD) of the Chief Secretary for Administration's Office. As far as the GRSD is concerned, mission critical systems<sup>1</sup> include the Archives Information Management System, line communication systems and several security and building services systems.

**Background**

2. The Government Records Service Division's main responsibilities are to formulate and implement the Government's records management policies and programme, advise government departments on records management and provide storage and disposal services for inactive records, identify and preserve records of archival value, and enhance public awareness of Hong Kong's archival heritage and provide research and reference services.

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<sup>1</sup> Mission-critical systems are those computer and embedded systems whose proper functioning is related to public health and safety, the provision of critical services to the public, or payment and revenue collection.

## **Progress**

3. There are a total of 13 mission critical systems running in the GRSD. As at 15 April 1999, 11 of them were confirmed to be Y2K compliant or have been rectified. Rectification work for the remaining two systems, i.e. the Central Control & Monitoring System (CCMS) and Security Systems, is in progress and is expected to complete by end June 1999. The CCMS System is used to centrally control and monitor the automatic on/off schedules of the air-conditioning and lighting systems in the HK Public Records Building. The Security System is to control unauthorized access to office areas and records repositories in the Building through the installation of alarm systems.

Government Records Service Division

Chief Secretary for Administration's Office

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