

**For information
on 8 November 1999**

**LegCo Panel on Information Technology
and Broadcasting
Progress of the Year 2000 Compliance Exercise
and Contingency Planning in
Government Records Service Division,
Chief Secretary for Administration's Office**

Purpose

This paper reports on the progress of the Year 2000 compliance exercise and contingency planning in the Government Records Service Division (GRSD) of the Chief Secretary for Administration's Office. As far as the GRSD is concerned, there are 13 mission-critical systems including the Archives Information Management System, several building services systems and key telephone systems in office premises.

Background

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

Progress

3. All the 13 mission-critical systems running in the GRSD were confirmed to be Year 2000 (Y2K) compliant and the risk of having Y2K induced failure is low.

4. Nonetheless, to prepare for a smooth rollover to the new millennium, contingency plans have been formulated to cope with unexpected Y2K-induced problems. For the Archives Information Management Systems (AIMS), full system backup will be performed before Y2K high risk dates. Rectification procedures in case of system failure have been drawn up in

consultation with Information Technology Services Department and maintenance contractors to ensure speedy recovery of the system. Furthermore, procedures for using manual data and documentation for archives searching have also been set up and training to operation staff provided to ensure a timely and smooth switch over to manual operation. These measures help minimize disruption to the archives reference service provided to the public.

5. There are several mission-critical building services systems overseeing security surveillance; access control as well as electrical, air-conditioning and fire services control of the Hong Kong Public Records Building. Arrangements have been made with the respective maintenance contractors to ensure speedy recovery service in case of system failure. Meanwhile, security patrol will be strengthened on Y2K critical dates and procedures for manual operations have been drawn up. Similarly, for key telephone systems, backup generator will provide electricity supply for an hour in case of power failure. Thereafter, communication with outside parties can continue to be made through 14 direct exchange lines and mobile phones.

**Government Records Service Division
Chief Secretary for Administration's Office
October 1999**