



廉政公署

INDEPENDENT COMMISSION AGAINST CORRUPTION

行政總部 Administration Branch

香港北角渣甸道 303 號 303 Java Road, North Point, Hong Kong

電話 Tel: (852) 2828 3110 傳真 Fax: (852) 3586 0019 網址 Website: <http://www.icac.org.hk>

Your Ref: CB2/PL/SE

Our Ref: ICAC ADM CR 1-55/6/2 (C) Pt 4

Tel: 2826 3118

BY FAX: 2185 7845

4 May 2015

Clerk to Panel on Security
(Attn: Mr Raymond LAM)
Legislative Council Complex
1 Legislative Council Road
Central, Hong Kong

Dear Mr Lam,

**Supplementary Information on Records Management in the
Independent Commission Against Corruption (ICAC)**

Referring to Item 4 of the list of follow-up actions enclosed with your letter of 17 April 2015, I append below supplementary information on records management in the ICAC for the Panel's reference.

The ICAC has been working closely with the Government Records Service (GRS) to appraise the pre-1974 files of the ICAC. So far GRS has already completed the appraisal of 61 files and considered 53 of them with archival value. The ICAC has already transferred 46 of them to GRS.

In response to GRS' new initiative requiring bureaux and departments to establish business rules for records creation and collection covering their business functions or activities by end of 2015, we are drawing up the business rules.

The ICAC will continue to work closely with GRS to ensure that our records are properly managed and the principle of confidentiality is not violated.

Yours sincerely,

(HO Wai-chi)
for Commissioner

Independent Commission Against Corruption