

香港特別行政區政府

創新及科技局

香港添馬添美道二號
政府總部西翼二十樓



INNOVATION AND
TECHNOLOGY BUREAU

THE GOVERNMENT OF THE HONG KONG
SPECIAL ADMINISTRATIVE REGION

20/F, West Wing, Central Government Offices,
2 Tim Mei Avenue, Tamar, Hong Kong

電話 Tel: 3655 5607

圖文傳真 Fax: 2537 2877

By email

15 June 2020

Mr Daniel SIN,
Clerk to Panel,
Panel on Information Technology and Broadcasting,
Legislative Council Complex,
1 Legislative Council Road,
Central, Hong Kong

Dear Mr Sin,

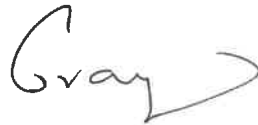
**Panel on Information Technology and Broadcasting
Full Implementation of Electronic Recordkeeping System**

At its meeting on 20 April 2020, the Panel on Information Technology and Broadcasting requested the Administration to provide supplementary information on the number of bureaux and departments (B/Ds) which would convert their existing paper-based file records to electronic format and keep in the proposed Electronic Recordkeeping System (ERKS), and what measures would be taken if those files were not convertible.

Under the current ERKS implementation plan, B/Ds will not be required to convert all existing paper-based records to electronic format. However, for paper documents with high reference value, B/Ds may consider capturing them in the ERKS to facilitate retrieval. The ERKS allows scanning and capturing of existing paper-based records. Alternatively, B/Ds can register information on such records in the ERKS to facilitate searching.

At present, two B/Ds intend to convert some of their existing paper-based records to electronic format and keep in the ERKS. The Office of the Government Chief Information Officer will provide technical advice and support to these B/Ds in the conversion task.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Gray' with a stylized flourish at the end.

(Eva YAM)
for Secretary for Innovation and Technology