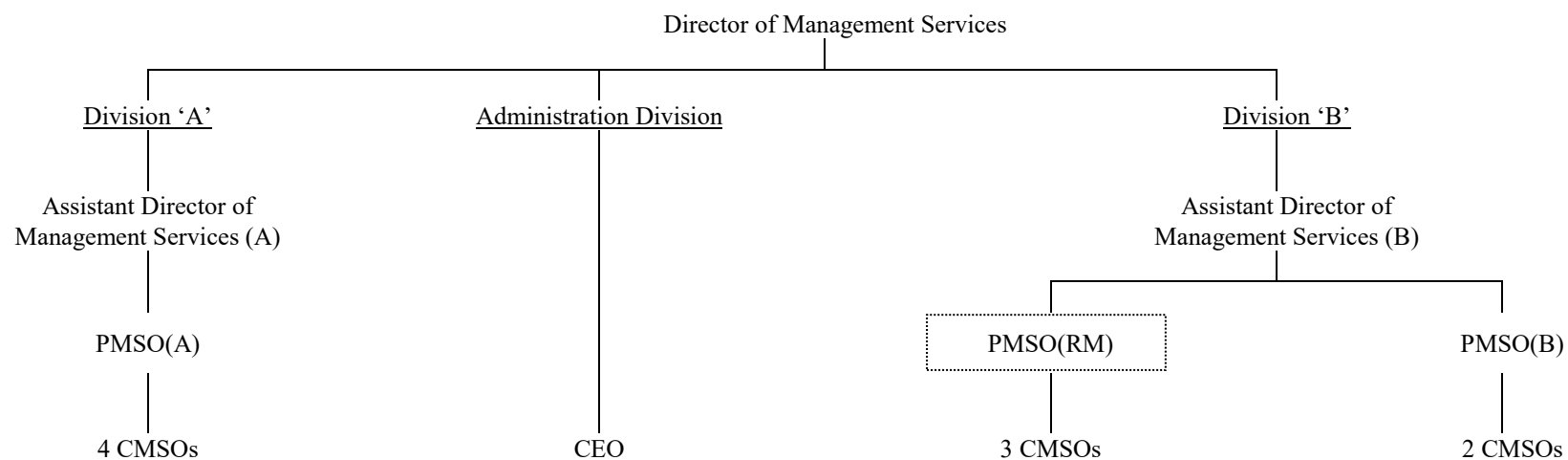


Organisation Chart of Management Services Agency



- Business Reviews
- Value-for-Money Studies

- Administration
- Personnel Management

- Implementation of Records Management Strategy

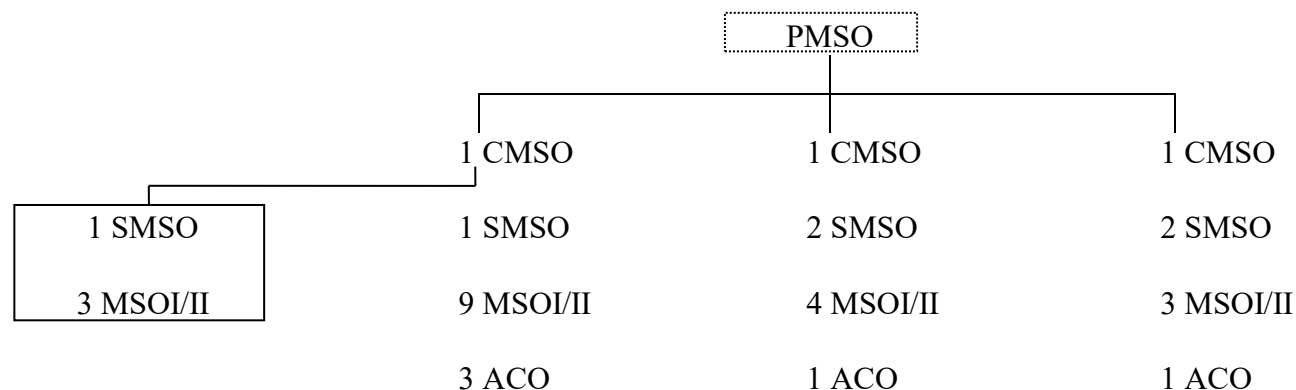
- Procurement of Management Consultancy Services
- Business Centre
- Production Services Team

Legend

- PMSO : Principal Management Services Officer
 CMSO : Chief Management Services Officer
 CEO : Chief Executive Officer
 : Proposed post to be created

**Records Management Strategy
Organisation Chart of Phase III Implementation Team in MSA**

<u>Establishment (One-off Posts)</u>		
	<u>Redeployed</u>	<u>Additional</u>
PMSO	-	1
CMSO	2	1
SMSO	5	-
MSOI/II	8	8
ACO	-	5
Total :	15	15

Legend:

PMSO : Principal Management Services Officer

CMSO : Chief Management Services Officer

SMSO : Senior Management Services Officer

MSOI/II : Management Services Officer I/II

ACO : Assistant Clerical Officer

: Permanent posts to be created in 1998-99 under the delegated authority of Departmental Establishment Committee

: Proposed post to be created

- Ongoing systems maintenance and support for BCFMS installations
- Enhancements of Bar-coding File Management System
- Development of Storage Allocation Management System
- Overall Review of Records Management Strategy
- Conduct of Departmental Reviews on Records Management
- Review of Government Microfilming Service Centre
- Development of Technological and Managerial Solutions for Microfilming/Electronic Interface
- Implementation of Mobile Racking Zone
- Implementation of Recommendations Arising from Departmental Studies