

Archives and Records Management



Retention Schedules

Specific Schedules: SRDS 0011205

Parliamentary Papers in Departments and Agencies: A (IV)

Order Papers

Command Papers

Bills

Public and General Acts

Local and Personal Acts

Statutory Instruments, General

Evidence to and Reports of Committees

Reports to Ministries Ordered to be printed

Hansard

These schedules are aimed at the Speaker, Clerk/Legislative Council, Ministers' Private Offices, Legislative Council Members, departmental Legal Offices, Permanent Secretaries, records officers and other stake-holders.

A complete set of the following parliamentary papers should be preserved in the Legislative Council Records Office, the Public Library and the National Archives.

You are kindly requested to apply the Schedules diligently

Chief Records Management Officer

Deputy Governor's Officer.

1st December, 2005

Retention/Disposal Scheduling

Specific Records Retention Disposal Schedules: SRDS 0011205 Parliamentary Papers: in offices of Prime Responsibility: A (iv)

| No. | Type of Record | Retention Period (KIOF) | Action to be taken |
|-----|--|-------------------------|--|
| 1 | Copies of Parliamentary papers of the following types, tagged within or filed as annexes to departmental policy files: <ul style="list-style-type: none"> ❖ Order Paper ❖ Command papers ❖ Bills ❖ Public and General Acts ❖ Local and Personal Acts ❖ Statutory Instruments, General ❖ Evidence to and Reports of Committees ❖ Reports to Ministries Ordered to be Printed ❖ Hansard | Retain all | Transfer to places of deposit (POD) for permanent presentation i.e. <ul style="list-style-type: none"> (i) LEGCO Records Office (ii) Public Library (iii) National Archives |
| 2 | Files and unfilled reference and spare copies of papers as listed in 1 above | | Destroy after two years |

***Copies of all papers, which are printed for Parliament, should be preserved in the Legislative Council Records Office, the Public Library and the National Archives.**

Retention/Disposal Scheduling

Specific Records Retention Disposal Schedules: SRDS 0011205

Parliamentary Papers in Ministries/Departments: A (v)

| No. | Type of Record | Retention Period (KIOF) | Action to be taken |
|-----|--|--|--|
| 1 | Copies of Parliamentary papers of the following types, tagged within or filed as annexes to departmental policy files: <ul style="list-style-type: none">❖ Order Paper❖ Command papers❖ Bills❖ Public and General Acts❖ Local and Personal Acts❖ Statutory Instruments, General❖ Evidence to and Reports of Committees❖ Reports to Ministries Ordered to be Printed❖ Hansard | As long that is necessary for administrative use | Incorporate in scheme for review of policy files |
| 2 | Files and unfilled reference and spare copies of papers as listed in 1 above | | Destroy after two years |

***Copies of all papers, which are printed for Parliament, should be preserved in the Legislative Council Records Office, the Public Library and the National Archives.**