

Archives and Records Management



Retention Schedules

Specific Schedules: SRDS 0011205

Executive Council Business Records: A

Include:

Agenda

Minutes of Executive Council sub-committees

Conclusions

Memoranda

Index of Executive and Legislative Council Conclusions

These schedules are aimed at the secretary Executive Council, Executive Council Members, Permanent Secretaries, records officers and other stakeholders.

You are kindly requested to apply the Schedules diligently

Chief Records Management Officer

Deputy Governor's Officer.

1st December, 2005

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

Records Management: Retention Scheduling

Specific Records Retention Disposal Schedules: SRDS 0011205

Executive and Legislative Council Business Records: A (i)

The documents that record the deliberations and conclusions of the Executive and Legislative Councils are the most important series of documents created by a parliamentary democracy. They record all aspects of the government's business, its aspirations for, and its efforts on behalf of the people.

The Secretary to the Executive Council and the Clerk of the Legislative Council, respectively, shall be responsible for ensuring the permanent preservation of complete sets of:

- a) Agenda
- b) Minutes of Executive Council sub-committees
- c) Conclusions
- d) Memoranda
- e) Index of Executive conclusions

The master set in each case should be clearly identified and transferred to secure accommodation after five years.

Where no records set exist files, folders and other records containing minutes and papers of Executive Council committees and sub-committees shall be preserved.

Retention/Disposal Scheduling

Specific Records Disposal Schedules: SRDS 0011205

Executive/Legislative Council Records: Ministries and Departments: A (ii)

Each Ministry or Department holding sets of Legislative or Executive Council records should dispose of them after the following periods:

No.	Type of Record	Retention Period	Action to be taken
1	Agendas	5 years	Destroy (5 years)
2	Minutes of Executive Council subcommittees	5 years	Destroy (5 years)
3	Conclusions	5 years	
4	Memoranda: a) relating to responsibilities of ministry or department	10 years	Destroy (10 years)
	b) dealing with subjects that are not responsibility of the ministry or department	10 years	Destroy (10 years)
5	Index of Executive Council conclusions	5 years	Destroy (10 years)
Records created in ministries and departments relating to Executive Council: A (iii)			
All Ministries and Departments produce records to support the activities of the Councils. Disposal of these records should be as follows:			
1	Draft memoranda	10 years	Review (10 years)
2	Ministerial briefs	10 years	Permanently preserve/To Archive
3	Interdepartmental correspondence	5 years	Review (5 years)
4	All other records pertaining to Executive Council deliberations not otherwise covered by this schedule	5 years	Review (5 years)

Please Note: A schedule of Executive/Legislative Council records to be destroyed should be sent to the Secretary of Executive Council or the Clerk of the Legislative Council.