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### Replies to supplementary questions raised by Finance Committee Members in examining the Estimates of Expenditure 2018-19

Director of Bureau : Director of Administration

Session No. : 3

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**CONTROLLING OFFICER'S REPLY****S-CSO01****(Question Serial No. S0015)**

Head: (142) Government Secretariat: Offices of the Chief Secretary for Administration and the Financial Secretary

Subhead (No. & title): (000) Operational expenses

Programme: (2) Government Records Service

Controlling Officer: Director of Administration (Ms Kitty CHOI)

Director of Bureau: Director of Administration

Question:

1. Please advise on the numbers of visitors to the Search Room of the Public Records Office located at 1/F, Hong Kong Public Records Building in Kwun Tong in each of the past 5 years (2013-2017).

2. Please set out in the table below the numbers of frontline staff of the Search Room broken down by work nature in each of the past 5 years (2013-2017).

Work nature/Number of staff	2013	2014	2015	2016	2017

3. Please advise on the numbers of records on loan from the Search Room in each of the past 5 years (2013-2017).

4. The numbers of visitors to the Hong Kong Public Records Building in Kwun Tong increased from 3 526 to 6 038 (or 71%) in the past 5 years (2013-2017). Will the Government consider increasing the manpower of frontline staff of the Search Room? Currently, the Search Room is open from 9:00 a.m. to 5:45 p.m. from Monday to Friday, excluding public holidays. Will the Government consider extending the service to Saturdays?

Asked by: Hon AU Nok-hin

Reply:

1. The numbers of visitors to the Search Room of the Public Records Office (Search Room) in the past 5 years (2013 to 2017) are as follows:

Year	Number of visitors
2013	3 526
2014	4 756
2015	5 475
2016	5 664
2017	6 038

2. The numbers of staff of the Search Room and the scope of their work in the past 5 years (2013 to 2017) are as follows:

Scope of work	Number of staff				
	2013	2014	2015	2016	2017
(i) Providing research and reference services	7	7	7	8	8
(ii) Implementing public education and publicity programmes					
(iii) Processing applications for reproduction and use of archival records					
(iv) Preparing finding aids					

As the staff of the Search Room are not only responsible for one single area of work, it is difficult to break down the number of staff for each of the above tasks.

3. The total numbers of records accessed by the public in the Search Room in the past 5 years (2013 to 2017) are as follows:

Year	Total number of records accessed
2013	15 114
2014	12 846
2015	15 161
2016	19 603
2017	23 844

4. The Government Records Service (GRS) reviews its staffing arrangements from time to time to address the public's needs for the services of the Search Room. In 2016, an additional Assistant Archivist was provided for the Search Room to enhance its research and reference services. Regarding the extension of services of the Search Room to Saturdays, the GRS has to assess the public's demand for such services, additional resources required and the necessary manpower deployment for maintaining the five-day week operation. Nevertheless, the GRS will continue its efforts to digitise frequently accessed and popular archival records and to enrich its online holdings, thereby facilitating public access to archival records through its website without time and location constraints.

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**CONTROLLING OFFICER'S REPLY**

**S-CSO02**

**(Question Serial No. S0007)**

Head: (142) Government Secretariat: Offices of the Chief Secretary for Administration and the Financial Secretary

Subhead (No. & title): (000) Operational expenses

Programme: Not Specified

Controlling Officer: Director of Administration (Ms Kitty CHOI)

Director of Bureau: Director of Administration

Question:

Whenever Members of the Legislative Council (LegCo) vote on an important motion, the Government very often deploys public officers to station at the doorways of the LegCo Complex to record the movement of the Members. In this connection, would the Government inform this Council of the following:

1. the number of days on which public officers were deployed to station at the LegCo Complex in each of the past 3 legislative sessions;
2. the number of public officers deployed for such purpose on each occasion usually;
3. the actual, revised and estimated expenditures in this respect each year;
4. whether the public officers deployed on each occasion have other duties in addition to recording the movement of the Members; if yes, what are the details; and
5. how the information on the movement of the Members within the LegCo Complex will be managed afterwards?

Asked by: Hon HUI Chi-fung

Reply:

- (1) & As the nature, processing time and procedures involved in different Legislative Council (LegCo) business vary, bureaux or departments have the discretion to determine, according to their particular situations and actual needs, whether it is necessary to deploy public officers to the LegCo Complex to perform marshalling duties. The Administration Wing does not maintain data on the number of days on which public officers were deployed to the LegCo by bureaux or departments for such duties, or the number of public officers involved.
- (2)
- (3) Assisting Secretaries of Departments (SoDs) and Directors of Bureaux (DoBs) in handling LegCo business is one of the duties of public officers. The relevant work only involves the existing manpower and resources of the bureaux or departments concerned.

- (4) The duty of public officers performing marshalling duties is solely to stay in the public areas of the LegCo Complex to gather information regarding the presence of Members in the Chamber/Conference Room or the LegCo Complex for SoDs, DoBs or senior echelon to have a better grasp of Members' attendance as a whole.
- (5) The information regarding the presence of Members gathered by public officers performing marshalling duties is transient in nature. Such information will be erased by all practicable means immediately after the marshalling exercise and will not be retained.

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