香港社會服務聯會

職員手冊第 3.6 節（節錄）

3.6 Retention of Documents

3.6. Retention of Documents

1. Only documents to be kept permanently and essential data with valued for future references will eventually be stored in disc, all work files to be discarded upon reaching the time of retention.

2. Documents not included in this chart will be decided by respective work unit heads, however, the storing of these documents should not exceed 3 years after the termination of service.

3. There may be new areas of work with its documents required to be listed in the chart of Retention of Documents.   Recommendations should be made by respective work unit to the Administration Department.

4. Information that is worth keeping for a longer period will be stored in disc and be indexed clearly for easy reference.

5. For assistance in developing filing system, please contact Officer (Administration). A copy of the revised filing record should be submitted to the Administration Officer file.

6. The following is a general guide for retention of documents:-

Length of Retention Master File	Permanent	7 years	5 years	3 years	Discard after use	Other
1. Structure/Budget						
(1.1) Terms of Reference	X					
(1.2) Budgeting Finance, Accounting		X				
(1.3) Organizational Data	X					
(1.4) Membership & Representation	X					
2. Communication						
Internal						
(2.1) Memorandum				X		
(2.2) General Notice					X	
External						
(2.3) Memorandum to Agency Members		X				
(2.4) Government	X					
(2.5) Non-Government				X		

Length of Retention Master File	Permanent	7 years	5 years	3 years	Discard after use	Other
3. Council's Internal Meeting						
(3.1) Council Executive Committee	X					
(3.2) Standing Committee	X					
(3.3) Specialized Committee	X					
(3.4) Steering Committee	X					
(3.5) Advisory Committee	X					
(3.6) Advisory Committee on P Fund	X					
(3.7) Service Network Meeting			X			
(3.8) Ad Hoc Working Party/Group				X		
(3.9) HKCSS Development Fund	X					
(3.10) Business Director Meeting		X				
(3.11) Senior Management Meeting		X				
(3.12) AGM / EGM	X					
(3.13) Building Management Committee	X					
(3.14) Staff Meeting				X		
4. Representation on Other Committees						
(4.1) Council				X		
(4.2) Outside			X			
5. Projects						
(5.1) Proposals / Reports		X				
(5.2) Finance / Accounting		X				
(5.3) Other				X		
6. Seminar / Conference / Workshop						
(6.1) Report			X			
(6.2) Speech			X			
(6.3) Other				X		

Length of Retention Master File	Permanent	7 years	5 years	3 years	Discard after use	Other
7. Planning						
Internal						
(7.1) Council	X					
(7.2) Departmental / CB / Committee			X			
External						
(7.3) Five Year Plan	X					
(7.4) Programme Plan	X					
8. Evaluation						
(8.1)Council	X					
(8.2)Core Business			X			
9. Publicity				X		
10. Research / Data Processing						
(10.1) Report	X					
(10.2) Raw Data				X		
11. Membership						
(11.1) Application			X			
(11.2) Membership	X					
(11.3) Membership File	X					
12. Reference Material	Depending on nature of the material with review					
13. Staffing						
(13.1) Personal File	X					
(13.2) Ex-staff Personal File		X				
(13.3) Application						Six months
14. Staff Development			X			