

AGM Report from Hon. Archivist for 2019-2020

Honorary Archivist selects, collects, maintains and gives advice on access to the records created by the Royal Asiatic Society Hong Kong Branch with the help of the Public Records Office Hong Kong.

Summary

Files created in 2019	9
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1. Collecting

In 2019, nine files were created to document the on-going business of RASHK.

Item	Reference	Title	Scope & Content	Date
1	2019-001	RAS Newsletters 2018	contains RAS Newsletters sent to RAS Members in 2019	January 2019 –
2	2019-002	Records relating to Council Meeting on 28th January 2019	contains agenda and reports from Hon. Council Members	19 December 2018 –
3	2019-003	RAS Council Members Correspondence in 2019	contains internal discussions and enquiries received	2 January 2019 –
4	2019-004	RAS Activities 2019	contains details of activities organised and sent to RAS Members	3 January 2019 –
5	2019-005	Records relating to Council Meeting on 25th March 2019	contains agenda and reports from Hon. Council Members, correspondence with PRO re transfer, retention and access	18 March 2019 –
6	2019-006	RAS Annual General Meeting on 12th April, 2019	contains agenda and reports from Hon. Council Members	12 April 2019
7	2019-007	Records relating to Council Meeting on 27th May 2019	contains agenda and reports from Hon. Council Members	27 May 2019
8	2019-008	Records relating to Council Meeting on 6th September 2019	contains agenda and reports from Hon. Council Members	6 September 2019
9	2019-009	Records relating to Council Meeting on 2nd December 2019	contains agenda and reports from Hon. Council Members	2 December 2019

2. Arrangements of Records Transfer and Destruction

In November, aligned with Public Records Office (PRO) in process of records transfer.

- i. After transferred to PRO, RAS records will then be appraised by archivists at PRO. They will examine values of records and make decision to keep or not at PRO's repository.
- ii. For records not having significant values, archivists at PRO will dispose them. Thus, those records will not be returned to RAS office.
- iii. For privacy issue, it is to remind that:
 - all email correspondence of RAS should **NOT** be archived (according to the Minutes of Council Meeting on March 25th, 2019),
 - **ALL** RAS records at PRO are open for public access (according to a decision of our former President Dr Patrick Hase in 2003), and
 - All PRO users should **sign** an undertaking form before they access RAS records at PRO. The form limits a user to use data for own research and to identify any data subjects in their research results. (according to the Minutes of Council Meeting on March 25th, 2019).

3. A proposal for setting up a "RAS Special Collections"

A proposal to handle and maintain database of a collection, which contains rare items contributed by the Members of RAS and the Council for the specified research interests, is under development.

Report prepared by CM YIP
April 6th, 2020