

AGM Report from Hon. Archivist for 2020-2021

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	13
Files transferred to PRO	21

1. Collecting

In 2020-2021, thirteen files were created to document the on-going business of RASHK.

Item	Reference	Title	Scope & Content	Date
1	2019-010	Records relating to Council Meeting on 2 nd March 2020	contains agenda and reports from Hon. Council Member	2 nd March 2020
2	2020-001	RAS Annual General Meeting on 21 st April, 2020	contains agenda and reports from Hon. Council Member	21 st April, 2020
3	2020-002	RAS Newsletter 2020	contains RAS Newsletters sent to RAS Members in 2019	January 2020 to December 2020
4	2020-003	RAS Activities 2020	contains details of activities organised and sent to RAS Members	1 st May 2020 to 31 st December 2020
5	2020-004	Records relating to Council Meeting on 15 th June, 2020	contains agenda and reports from Hon. Council Member	15 th June, 2020
6	2020-005	RAS Council Members Correspondence in 2020	contains internal discussions and enquiries received	18 th August 2020 – 31 st December 2020
7	2020-006	Records relating to Council Meeting on 7 Sept, 2020	contains agenda and reports from Hon. Council Member	7 th September, 2020
8	2020-007	Records relating to Council Meeting on 7 December, 2020	contains agenda and reports from Hon. Council Member	7 th December, 2020
9	2021-001	RAS Activities 2021	contains details of activities organised and sent to RAS Members	January 2020 to
10	2021-002	RAS Newsletter 2021	contains RAS Newsletters sent to RAS Members in	January 2020 to

Item	Reference	Title	Scope & Content	Date
			2021	
11	2021-003	Records relating to Council Meeting on 1 March, 2021	contains agenda and reports from Hon. Council Member	1 st March 2021
12	2021-004	RAS Council Members Correspondence in 2021	contains internal discussions and enquiries received	January 2020 to
13	2021-005	The Hon. Archivist	Duties of the archivist during business of RAS	January 2020 to

2. Arrangements of Records Transfer and Destruction

Continued the 2019 arrangement 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. Transfer of records

In 2020-2021, the Hon. Archivist of the RAS completed transfer of records to PRO.

Yearly code	File Title	Opening date	Closing date
2018-001	Records relating to Council Meeting on 28 May 2018	1 May 2018	31 May 2018
2018-002	Records relating to Council Meeting on 30 July 2018	11 July 2018	31 July 2018
2018-003	RAS Council Members Correspondence	11 July 2018	31 July 2018
2018-004	RAS AGM Report 2018	25 April 2018	
2018-005	RAS Activities 2018	13 April 2018	05 Dec 2018
2018-006	RAS Newsletters 2018	Jan 2018	Nov 2018
2018-007	Records relating to Council Meeting on 26 September 2018	20 September 2018	15 October 2018
2018-008	Records relating to Council Meeting on 26th November 2018	21 November 2018	26 November 2018
2018-009	Records relating to Council Meeting on 25th January 2018	2017	25 Jan 2018
2018-010	RAS Journal Vol. 58	2018	
2019-001	RAS Newsletters 2018	1 January 2019	31 December 2019
2019-002	Records relating to Council Meeting on 28th January 2019	19 December 2018 –	31 December 2019
2019-003	RAS Council Members Correspondence in 2019	2 January 2019	31 December 2019
2019-004	RAS Activities 2019	3 January 2019	31 December 2019
2019-005	Records relating to Council Meeting on 25th March 2019	18 March 2019	31 March 2019
2019-006	RAS Annual General Meeting on 12th April, 2019	12 April 2019	30 April 2019
2019-007	Records relating to Council Meeting on 27th May 2019	27 May 2019	31 May 2019
2019-008	Records relating to Council Meeting on 6 th September 2019	6 September 2019	30 September 2019
2019-009	Records relating to Council Meeting on 2 nd December 2019	2 December 2019	31 December 2019
2019-010	Records relating to Council Meeting on 2nd March 2020	1 February 2020	29 February 2020
2019-011	RAS Journal	1 January 2019	31 December 2019

4. 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 7th, 2021