

AGM Report from Hon. Archivist for 2021-2022

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	10
Files transferred to PRO	7

1. Collecting

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

Item	Reference	Title	Scope & Content	Date
1	2021-006	RAS Annual General Meeting on 20 th April, 2021	contains agenda and reports from Hon. Council Member	20 th April 2021
2	2021-007	Records relating to Council Meeting on 7 June, 2021	contains agenda and reports from Hon. Council Member	31 May 2021
3	2021-008	Records relating to Council Meeting on 13 September, 2021	contains agenda and reports from Hon. Council Member	11 August, 2021 -
4	2022-001	Records relating to Council Meeting on 17 January, 2022	contains agenda and reports from Hon. Council Member	1 January, 2022 -
5	2022-002	RAS Activities 2022	contains details of activities organised and sent to RAS Members	1 st Jan 2022 to
6	2022-003	RAS Newsletter 2022	contains RAS Newsletters sent to RAS Members in 2021	January 2022 to
7	2022-004	Records relating to Council Meeting on xx April, 2022	contains agenda and reports from Hon. Council Member	Xxx April, 2022 to

Item	Reference	Title	Scope & Content	Date
8	2022-005	RAS Council Members Correspondence in 2022	contains internal discussions and enquiries received	1 st March 2022 –
9	2022-006	The Hon. Archivist	Duties of the archivist during business of RAS	1 st March 2022 -
10	2022-007	RAS Annual General Meeting on 14 April, 2022	contains agenda and reports from Hon. Council Member	14 April, 2022 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 2021-2022, the Hon. Archivist of the RAS completed transfer of records to PRO.

Yearly code	File Title	Opening date	Closing date
2020-001	RAS Annual General Meeting on 21 st April, 2020	21 st April, 2020	
2020-002	RAS Newsletter 2020	January 2020	December 2020
2020-003	RAS Activities 2020	1 st May 2020	31 st December 2020
2020-004	Records relating to Council Meeting on 15 th June, 2020	15 th June, 2020	
2020-005	RAS Council Members Correspondence in 2020	18 th August 2020	31 st December 2020
2020-006	Records relating to Council Meeting on 7 Sept, 2020	7 th September, 2020	
2020-007	Records relating to Council Meeting on 7 December, 2020	7 th December, 2020	

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
March 23, 2021