

## AGM Report from Hon. Archivist for 2022-2023

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	11

### **1. Collecting**

In 2022-2023, ten files were created to document the on-going business of RASHK. They were:

Item	Reference	Title	Scope & Content	Date
1	2022-001	Records relating to Council Meeting on 17 January, 2022	contains agenda and reports from Hon. Council Member	1 January, 2022 - 31 March, 2022
2	2022-002	RAS Activities 2022	contains details of activities organised and sent to RAS Members	1 <sup>st</sup> Jan 2022 to 31 December, 2022
3	2022-003	RAS Newsletter 2022	contains RAS Newsletters sent to RAS Members in 2021	January 2022 to December 2022
4	2022-004	Records relating to Council Meeting on 14 April, 2022	contains agenda and reports from Hon. Council Member	1 April 2022 to 30 April 2022
5	2022-005	RAS Council Members Correspondence in 2022	contains internal discussions and enquiries received	1 March 2022 – 31 March 2023
6	2022-006	The Hon. Archivist	Duties of the archivist during business of RAS	1 <sup>st</sup> March 2022 - 31 March 2023
7	2022-007	RAS Annual General Meeting on 26 April, 2022	contains agenda and reports from RASHK Hon. Council Members and other Members	1 April, 2022 to 31 May, 2022
8	2022-008	Records relating to Council Meeting on 11 July, 2022	contains agenda and reports from Hon. Council Member	1st July, 2022 to 31 Aug, 2022
9	2022-009	Records relating to Council Meeting on 31 October, 2022	contains agenda and reports from Hon. Council Member	1st October, 2022 to 30 November, 2022

Item	Reference	Title	Scope & Content	Date
10	2022-010	Records relating to Council Meeting on 13 February, 2023	contains agenda and reports from RASHK Hon. Council Members and other Members	1 February, 2023 to 28 February, 2023

## 2. Arrangements of Records Transfer and Destruction

Continued the 2019 arrangement with Public Records Office (PRO) in process of records transfer.

- i. Once the RAS records are transferred to PRO, they will undergo appraisal by archivists at the repository. The archivists will assess the value of the records and determine whether they should be retained or not.
- ii. Records that are deemed to have little or no significant value by the archivists at PRO will be disposed of and will not be returned to the RAS office.
- iii. For privacy issue, it is to remind that:
  - o all email correspondence of RAS should **NOT** be archived (according to the Minutes of Council Meeting on March 25<sup>th</sup>, 2019),
  - o **ALL** RAS records at PRO are open for public access (according to a decision of our former President Dr Patrick Hase in 2003), and
  - o It is mandatory for all users of PRO to sign an undertaking form prior to accessing RAS records. The form restricts the user from using the data for any purpose other than their own research, and from disclosing the identities of any data subjects in their research results (according to the Minutes of Council Meeting on March 25<sup>th</sup>, 2019).

## 3. Transfer of records

In 2022-2023, the Hon. Archivist of the RAS completed transfer of eleven records to PRO. They were:

Yearly code	File Title	Opening date	Closing date
2021-Backlog-001	Honorary Editor, Journal of The RASHK, Vol. 46, 2007	30 April, 2007	1 October, 2007
2021-Backlog-002	Honorary Editor, Journal of The RASHK, Vol. 47, 2008	27 April, 2007	25 June, 2008
2021-Backlog-003	Honorary Editor, Journal of The RASHK,	3 June, 2008	20 November,

Yearly code	File Title	Opening date	Closing date
	Vol. 48, 2008		2008
2021-Backlog-004	RAS Journal – Jubilee set distribution to schools	18 March, 2011	26 September, 2006
2021-Backlog-005	Minutes of meetings of the RAS’s Activities Committee in 2013	5 March, 2013	10 December, 2013
2021-Backlog-006	Minutes of meetings of the RAS’s Activities Committee in 2014	1 April, 2013	2 December, 2014
2021-Backlog-007	Minutes of meetings of the RAS’s Activities Committee in 2015	3 February, 2015	13 October, 2015
2021-Backlog-008	RAS Archives	6 February, 2002	-
2021-Backlog-009	Newspaper articles and tape interview with Dr D D Waters	-	-
2021-Backlog-010	RAS photos of visits and library	2003	2014
2021-Backlog-011	RAS photos of anniversary	2010	2010

#### **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 14, 2023