

## AGM Report from Hon. Archivist for 2023-2024

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	7
Files transferred to PRO	7

### 1. Collecting

In 2023-2024, ten files were created to document the on-going business of RASHK. They were:

Item	Reference	Title	Scope & Content	Date
1	2023-001	Records relating to Council Meeting on 13 Feb, 2023	contains agenda and reports from RASHK Hon. Council Members and other Members	January 1, 2023 to March 31, 2023
2	2023-002	RAS Activities 2023	contains details of activities organised and sent to RAS Members	January 1, 2023 to December 31, 2023
3	2023-003	RAS Newsletter 2023	contains RAS Newsletters sent to RAS Members in 2023	January 1, 2023 to December 31, 2023
4	2023-004	RAS Annual General Meeting on 18 April, 2023	contains agenda and reports from RASHK Hon. Council Members and other Members	March 1, 2023 to May 31, 2023
5	2023-005	Records relating to Council Meeting on 29 August, 2023	contains agenda and reports from RASHK Hon. Council Members and other Members	February 1, 2023 to August 31, 2023
6	2023-006	Records relating to Council Meeting on 4 December, 2023	contains agenda and reports from RASHK Hon. Council Members and other Members	December 1, 2023 to December 31, 2023
7	2023-007	Records relating to Council Meeting on March 11, 2024	contains agenda and reports from RASHK Hon. Council Members and other Members	March 1, 2024 to March 31, 2024

## 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 2023-24, the Hon. Archivist of the RAS completed transfer of seven records to PRO. They were:

Yearly code	File Title	Opening date	Closing date
2023-001	Records relating to Council Meeting on 13 Feb, 2023	January 1, 2023	March 31, 2023
2023-002	RAS Activities 2023	January 1, 2023	December 31, 2023
2023-003	RAS Newsletter 2023	January 1, 2023	December 31, 2023
2023-004	RAS Annual General Meeting on 18 April, 2023	March 1, 2023	May 31, 2023
2023-005	Records relating to Council Meeting on 29 August, 2023	February 1, 2023	August 31, 2023
2023-006	Records relating to Council Meeting on 4 December, 2023	December 1, 2023	December 31, 2023
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#### **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 discussion.

Report prepared by CM YIP  
March 20, 2024