

Communications (C)

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C01**General**

Consists of records of a general nature relating to the exchange and dissemination of information that do not fit elsewhere in this section.

Master File**Retention**

2 years after last action

Disposition

Destroy

Other Copies**Retention**

Until operational use ceases

Disposition

Destroy

See Also**Retention Rationale****Filing Guidelines**

Review the "General" folder periodically to ensure that it does not contain documents that should have been filed under other records series.

C02

University Identity

Consist of records relating to the corporate identity and image of the University including coat of arms, the shield and motto, colors, flags, songs, emblems, standard terminology, letterheads, strategies and reports for improvement, guidelines on the use of the University's name and visual identity, etc.

Master File

Retention

Until superseded

Disposition

Archives Review

Other Copies

Retention

Until operational use ceases

Disposition

Destroy

See Also

Retention Rationale

Filing Guidelines

C10**Ceremonies and Special Events**

Consist of records relating to the planning, organizing and conducting ceremonies and special events of the University such as convocations, inaugurations, inductions, anniversaries, launches, long service awards, etc. Records may include planning, budgets, meeting notes, proceedings, invitations and attendance confirmations, logistic arrangement, publicity materials, correspondence, etc.

Master File**Retention**

5 years after last action

Disposition

Archives Review

Other Copies**Retention**

Until operational use ceases

Disposition

Destroy

See Also**Retention Rationale****Filing Guidelines**

Send the following materials to University Archives for permanent retention:

- (a) Two copies of the printed program guide / brochure
- (b) A copy of video, audio or digital recording of the ceremony if any

C11**Conferences and Seminars**

Consist of records relating to conferences and seminars organized by the University. Records may include planning, budgets, meeting notes, proceedings, participant lists, attendance confirmations, publicity materials, evaluations, correspondence, etc.

Master File**Retention**

3 years after last action

Disposition

Archives review

Other Copies**Retention**

Until operational use ceases

Disposition

Destroy

See Also**Retention Rationale****Filing Guidelines**

C12**Exhibitions**

Consists of records relating to the planning and organization of exhibitions. Records may include plans and proposals, budgets, object inventories and photographs, loan agreements, installation layouts, exhibition catalogues and brochures, meeting notes, publicity materials, correspondence, etc.

Master File**Retention**

5 years after end of exhibition

Disposition

Archives review

Other Copies**Retention**

Until operational use ceases

Disposition

Destroy

See Also**Retention Rationale****Filing Guidelines**

Deposit two copies of the exhibition catalogue and brochure in University Archives for permanent retention.

C13

Addresses and Speeches

Include addresses and speeches made by members of the University or by prominent personalities invited to speak in activities organized by the University.

Master File

Retention

Permanent

Disposition

Not applicable

Other Copies

Retention

Until operational use ceases

Disposition

Destroy

See Also

Retention Rationale

Filing Guidelines

Deposit two copies of the addresses and speeches in University Archives for permanent retention.

C20**Public Relations**

Consist of records related to establishing and maintaining positive and mutually beneficial relationships between the University and the public. Records may include newspaper clippings, media inquiries and responses to the inquires, copies of press releases and press invitations, briefing materials, interviews with the University staff members, visits to the University, media contact lists, correspondence, etc.

Master File**Retention**

5 years after last action

Disposition

Archives Review

Other Copies**Retention**

Until operational use ceases

Disposition

Destroy

See Also

C21 Press Releases
C22 University Responses

Retention Rationale**Filing Guidelines**

C21

Press Releases

Consist of press releases by the University.

Master File

Retention

Permanent

Disposition

Not applicable

Other Copies

Retention

Until operational use ceases

Disposition

Destroy

See Also

- C20 Public Relations
- C22 University Responses

Retention Rationale

Filing Guidelines

Deposit two copies of the press releases in University Archives for permanent retention.

C22**University Responses**

Consists of University's official published responses to significant issues of public concern that arise in education and society. For responses to media inquiries, see C20 Public Relations.

Master File**Retention**

Permanent

Disposition

Not applicable

Other Copies**Retention**

Until operational use ceases

Disposition

Destroy

See Also

C20 Public Relations
C21 Press Releases

Retention Rationale**Filing Guidelines**

Deposit two copies of the responses in University Archives for permanent retention.

C23**Media Scan**

Consists of records relating to media monitoring to identify mentions of the University, including significant University events, research studies that the University has conducted or participated in, news about faculty members, and activities which may be of interest to the HKU community.

Master File**Retention**

General information – 3 years after last action

High profile information or issues that have far-reaching impacts on the operation or administration of the University – 10 years after last action or until case outcome reached

Disposition

Archives Review

Other Copies**Retention**

Until operational use ceases

Disposition

Destroy

See Also**Retention Rationale****Filing Guidelines**

C40**Alumni Case Files**

Consists of records relating to our alumnus, including their activities and relationship with the University.

Master File**Retention**

Permanent

Disposition

Not applicable

Other Copies**Retention**

Until operational use ceases

Disposition

Destroy

See Also**Retention Rationale****Filing Guidelines**

C41**Donor Case Files**

Consists of records relating to donors of the University including their biographical and education information, gift history, copies of deed of gift and inventory, copies of appraisal certificate, and correspondence.

Master File**Retention**

Permanent

Disposition

Not applicable

Other Copies**Retention**

Until operational use ceases

Disposition

Destroy

See Also**Retention Rationale****Filing Guidelines**

C60

Publication Production

Consists of records relating to the production of University publications. Includes publication content development and layout design, edited copies, proofs, story line-up, original artwork, research / background materials, production schedules, and printing quotes.

Master File	Retention 5 years after publication published
	Disposition Destroy
Other Copies	Retention Until operational use ceases
	Disposition Destroy

See Also

Retention Rationale

Filing Guidelines

C65**University Publications**

Include publications created by the University such as calendars, bulletins, reviews, annual reports, survey / statistic reports, handbooks and newsletters.

Master File	Retention Permanent
	Disposition Not applicable
Other Copies	Retention Until operational use ceases
	Disposition Destroy

See Also**Retention Rationale****Filing Guidelines**

Deposit two copies of each publication in University Archives for permanent retention.