

## **Support Services (P)**

### **General (001 – 009)**

P01 General

### **Food Services (010 – 014)**

P10 Food Services

### **Housing Services (015 - 019)**

P15 Housing Services

P16 Housing Services – Case Files

### **Health Services (020 – 029)**

P20 Health Services

P21 Health Services – Patient Files

### **Legal Services (030 – 039)**

P30 Legal Services

P31 Legal Services – Case Files

### **Parking and Transportation Services (040 – 044)**

P40 Parking and Transportation Services

### **Printing and Mailing Services (045 – 049)**

P45 Printing and Mailing Services

### **Sports and Recreation Services (050 – 059)**

P50 Sports and Recreation Services

P51 Sports and Recreation Membership

P52 Active Health Clinic User Files

P53 University Sports Teams

**P01**

**General**

Consists of records of a general nature relating to campus support services that do not fit elsewhere in this section. For records that do not fit elsewhere in this section and that are not of a general nature, contact University Archives.

**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.

**P10**

**Food Services**

Consists of records relating to the management of food and catering services, as well as the automatic vending machines (AVMs) in the University campus and premises to ensure food safety and environmental hygiene and monitor the service quality of the caterers. Records may include catering outlet inspection reports, user satisfaction surveys, menus, meeting notes, copies of contracts and service agreements, etc.

**Master File**

**Retention**

5 years after last action

**Disposition**

Destroy

**Other Copies**

**Retention**

Until operational use ceases

**Disposition**

Destroy

**See Also**

A30 Contracts and Agreements

**Retention Rationale**

**Filing Guidelines**

**P15**

**Housing Services**

Consists of records relating to the provision and management of housing services for eligible staff members and students, scholars and other visitors as well. Records may include general information on application procedures, news and updates on accommodation arrangement, rental assistance guidelines, inventories on residences owned or flats rented by the University, occupancy statistics and reports, etc.

<b>Master File</b>	<b>Retention</b> 5 years after last action
	<b>Disposition</b> Archives Review
<b>Other Copies</b>	<b>Retention</b> Until operational use ceases
	<b>Disposition</b> Destroy

**See Also**

A30 Contracts and Agreements

**Retention Rationale**

**Filing Guidelines**

Archives retains inventories on residences owned by the University, and occupancy statistics / reports.

**P16**

**Housing Services – Case Files**

Consists of records relating to residents and tenants of the University owned or rented facilities. Include applications, housing terms and conditions, contracts, rental requests and renewals, etc.

**Master File**

**Retention**

5 years after contract / agreement expired and resolution of all outstanding issues

**Disposition**

Destroy

**Other Copies**

**Retention**

Until operational use ceases

**Disposition**

Destroy

**See Also**

**Retention Rationale**

**Filing Guidelines**

**P20**

**Health Services**

Consists of records relating to the provision and management of health services provided to students, employees and their dependents. Records may include health services program planning and organization (medical, dental, nursing service, physiotherapy, etc.), health education and promotion activities, public education articles and brochures, surveys and reports, meeting notes, memorandum, etc.

**Master File**

**Retention**

10 years after last action

**Disposition**

Archives Review

**Other Copies**

**Retention**

Until operational use ceases

**Disposition**

Destroy

**See Also**

**Retention Rationale**

**Filing Guidelines**

Archives retains historical information on the development of the program, reports / statistics documenting services provided, activities organized, user participation and evaluation of results.

**P21**

**Health Services – Patient Files**

Consists of University Health Service patient files. Records may include patient's general health information, case histories, examination results, prescriptions, treatment plans, referral letters, patient consents, specialist reports, progress reports, etc.

**Master Copy**

**Retention**

15 years after last action

**Disposition**

Destroy

**Other Copies**

**Retention**

Until operational use ceases

**Disposition**

Destroy

**See Also**

**Retention Rationale**

The Limitation Ordinance (Cap 347) provides a 3-year limitation period for personal injury claims (Section 27), and a 15-year limitation period for negligence actions not involving personal injuries (Section 32).

**Filing Guidelines**

**P30**

**Legal Services**

Consists of records relating to the provision of free preliminary legal advice to members of the University and the general public who have legal problems, under the Free Legal Advice Scheme run by the Faculty of Law of HKU in collaboration with the Duty Lawyer Service. Records may include service planning and organization documents, client management database, education and outreach activities, statistics and survey reports, etc. For legal advice the University seeks and receives on issues of legal concern, see A32 Legal Advice. For legal proceedings involving the University, see A33 Legal Proceedings.

<b>Master File</b>	<b>Retention</b> 10 years after last action
	<b>Disposition</b> Archives Review
<b>Other Copies</b>	<b>Retention</b> Until operational use ceases
	<b>Disposition</b> Destroy

**See Also**

- A32 Legal Advice
- A33 Legal Proceedings

**Retention Rationale**

**Filing Guidelines**

Archives retains historical information on the development of the program, reports / statistics documenting services provided, activities organized, user participation and evaluation of results.



**P31**

**Legal Services – Case Files**

Consists of records relating to of users of legal services under the Free Legal Advice Scheme on HKU campus. Records may include user general information, consultation summaries, case background, signed consents, legal correspondence, referrals, resolutions, etc. For legal advice the University seeks and receives on issues of legal concern, see A32. For legal proceedings involving the University, see A33.

<b>Master File</b>	<b>Retention</b> 15 years after last action
	<b>Disposition</b> Archives Review
<b>Other Copies</b>	<b>Retention</b> Until operational use ceases
	<b>Disposition</b> Destroy

**See Also**

- A32 Legal Advice
- A33 Legal Proceedings

**Retention Rationale**

The *Limitation Ordinance (Cap 347)* provides a 3-year limitation period for personal injury claims (Section 27), and a 15-year limitation period for negligence actions not involving personal injuries (Section 32).

**Filing Guidelines**

**P40**

**Parking and Transportation Services**

Consist of records relating to the management and operation of the parking and transportation services. Records may include applications for parking e-coupons, applications for booking University vehicles and reserving parking space, accident report forms, e-coupon registers, sign in logbooks for using University vehicle, policies and guidelines, parking violation notices, appeals, etc.

<b>Master File</b>	<b>Retention</b> 5 years after last action or appeals settled
	<b>Disposition</b> Destroy
<b>Other Copies</b>	<b>Retention</b> Until operational use ceases
	<b>Disposition</b> Destroy

**See Also**

**Retention Rationale**

**Filing Guidelines**

**P45**

**Printing and Mailing Services**

Consists of records relating to printing, binding of documents, distribution of publications, postal and courier services. Records may include service orders, copies of mailing lists, publication lists, inventory of publications, statistics on printing and mailings, etc.

**Master File**

**Retention**

1 year after last action

**Disposition**

Destroy

**Other Copies**

**Retention**

Until operational use ceases

**Disposition**

Destroy

**See Also**

**Retention Rationale**

**Filing Guidelines**

**P50**

**Sports and Recreation Services**

Consists of records relating to the management and operation of sports and recreation programs offered to students and employees. Records may include planning and promotional materials for sports programs and recreation activities, specialized training programs, classes description and schedules, participation statistics, 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**

Archives retains historical information on the development of the program, reports / statistics documenting services provided, activities organized, user participation and evaluation of results.

**P51**

**Sports and Recreation Membership**

Consists of records relating to registration to the gym and others sports facilities, activities and courses such as dance, fitness and yoga classes. Records may include application and registration forms, course enrollment sheets, physical evaluation summaries, training progress notes, personalized workshop programs, etc.

**Master File**

**Retention**

3 years after membership, class or activity ends

**Disposition**

Destroy

**Other Copies**

**Retention**

Until operational use ceases

**Disposition**

Destroy

**See Also**

**Retention Rationale**

**Filing Guidelines**

**P52**

**Active Health Clinic User Files**

Consists of records relating to the users of the Active Health Clinic. Records may include user general information, blood profile screening, fitness and health assessments, specialized exercises and health programs prescribed, training schedule and progress reports.

**Master File**

**Retention**

15 years after last action

**Disposition**

Destroy

**Other Copies**

**Retention**

Until operational use ceases

**Disposition**

Destroy

**See Also**

**Retention Rationale**

The *Limitation Ordinance (Cap 347)* provides a 3-year limitation period for personal injury claims (Section 27), and a 15-year limitation period for negligence actions not involving personal injuries (Section 32).

**Filing Guidelines**

**P53**

**University Sports Teams**

Consists of records relating to the management of the University sports teams, including the arrangement of their participation in the interuniversity sports competitions and international sports events. Records may include sports team lists, game / competition schedules and results, training schedules, statistics, game analysis, new releases and stories, 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**

Archives retains historical information on the development of the program, reports / statistics documenting competitions participated and results.