

F—PUBLIC RELATIONS

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F—PUBLIC RELATIONS

Description of records Head/Sub-head	Retention period	Remarks
1	2	3
1. Reception		
Enquiry/reception office	3 years	
Regulation regarding entry into office premises	Permanent*	
2. Complaints and enquiries		
By Government representative.	} Appropriate period to be prescribed by departments concerned.	
By traders		
3. Representative committee		
Constitution	1 year after reconstitution	
Processing of cases against the decision.	1 year	
4. Press		
Rules	Permanent*	
Arrangements for Press conference :		
(a) Cases involving expenditure	1 year after completion of audit.	
(b) Other cases	1 year	
Record of Press conference	Permanent*	
5. Entertainments		
Rules	Permanent*	
Arrangements :		
(a) Within the scale prescribed by the Finance Department.	1 year	
(b) In excess of that scale.	1 year after completion of audit.	
6. Flags		
Purchase	1 year after completion of audit.	
7. Gifts		
Rules	Permanent*	

1	2	3
Purchase of gifts for visiting delegations	} 1 year after completion of audit.	
Purchase of gifts for delegations going abroad.		
Acceptance/transfer of gifts received by officials of the department.	3 years	
8. Hospitality Grant		
Rules	Permanent*	
Application for funds from hospitality grant for delegations.	1 year after completion of audit.	
9. Meetings, conferences, celebrations and functions		
Reservation of accommodations	}	
Seating acoustical arrangements.		
Reporting and translation of arrangements :		
(a) Involving Government expenditure.	1 year after completion of audit.	
(b) Not involving such expenditure.	1 year	
10. Delegations		
Tour Programme.	}	
Arrangements for reception and setting off for.		
Arrangements for hotel accommodation.		
Arrangements for visits to historical places.		
Arrangements for signing ceremony of agreement.		
(a) Involving Government expenditure.	1 year after completion of audit.	
(b) Not involving such expenditure.	1 year	