

Access Officer – Administration Wing, Chief Secretary for Administration’s Office

District	Venue/Premise/Facility	Address	Post Title or Access Officer	Telephone Number	Email Address	Fax Number
Central and Western	Central Government Offices	East Wing 3/F, West Wing 5/F and 25/F, Central Government Offices, 2 Tim Mei Avenue, Tamar, Hong Kong.	Senior Executive Officer (Common Services)2	2810 3210	peggychan@cso.gov.hk	2845 2091
Kwun Tong	Government Records Service Hong Kong Public Records Building	13 Tsui Ping Road, Kwun Tong	Senior Executive Officer (Administration)	2195 7813	irismak@grs.gov.hk	2142 5756
Tuen Mun	Tuen Mun Records Centre	Tuen Mun Government Storage Centre, 1 San Yick Lane, Tuen Mun, New Territories	Senior Executive Officer (Records Management)2	2460 3760	katetong@grs.gov.hk	2454 8556
Tuen Mun	YKK Records Centre	17/F & 18/F, YKK Building Phase II, 2 San Lik Street, Tuen Mun, New Territories 15/F, YKK Building Phase III, 7 San Ping Circuits, Tuen Mun, New Territories	Senior Executive Officer (Records Management)2	2460 3760	katetong@grs.gov.hk	2454 8556