

**Records Destruction Information of
Leisure and Cultural Services Department in 2023**

Records Type	Quantity of paper records approved for destruction (linear metre)	Contents / Subject Matters
Administrative Records	815.21	<ul style="list-style-type: none"> • Administration • Accommodation and Facilities • Procurement and Supplies • Finance and Accounting • Human Resources • Management of Information, Information Services and Information Technology
Programme Records	419.63	<ul style="list-style-type: none"> • Files relating to Publicity Matters • Files relating to Leisure Services • Files relating to Cultural and Entertainment Activities • Recreation and Sports • Horticulture and Amenities • Files relating to Resource Centre of Hong Kong Film Archive • Festive Events held by the then Urban Services Department • Files relating to Operation of Music Office and District Music Centres • Application Forms relating to Borrower Registration for Hong Kong Public Libraries • Publicity Matters on Cultural Services • Public Libraries (Management and Services) • Reference Services, Extension Activities, Collections, Library Systems and Lending Services • Development and Operation of Branch Libraries

Records Type	Quantity of paper records approved for destruction (linear metre)	Contents / Subject Matters
		<ul style="list-style-type: none"> • Files relating to Library Stock Development and Planning of Hong Kong Central Library • Files relating to Hiring Facilities of Hong Kong Central Library • Files relating to Library Services of Hong Kong Central Library • Files relating to Activities Held by Hong Kong Central Library • Files relating to Protection of Library Property in Hong Kong Central Library • Library Usage Records • Book Stock • Files relating to Applications for International Standard Book Numbers • Books Registration Forms • Files relating to Development and Operation of the Branch Libraries (excluding Major Library) in Sha Tin District • Files relating to Venues' / Facilities' Booking Services • Performing Arts (Cultural Services and Facilities) • Marketing and District Activities (New Territories West) • Marketing and District Activities (Kowloon East / West) • Operation of Venue Partnership Scheme • Management and Operation of Venues' Facilities under Performance Venues Office (Kowloon) • Operation of Performance Venues Office (Hong Kong)
Total	1 234.84	

For enquiries concerning the above destruction information, please approach Leisure and Cultural Services Department at rdi@lcsd.gov.hk.