

**Records Destruction Information of
Chief Secretary for Administration's Office in 2015**

Records Type	Quantity of paper records approved for destruction (linear metre)	Contents / Subject Matters
Administrative Records	22.97	<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	37.13	<ul style="list-style-type: none"> • Administration of consular affairs • Forecast of visitors to Hong Kong • General administration of honours and awards • Management consultancy studies • Operational matters of records centres • Records management training courses, seminars and exhibitions • Operational matters and visits of the Justices of the Peace Scheme
Total	60.10	

For enquiries concerning the above destruction information, please approach Chief Secretary for Administration's Office at admwing@cso.gov.hk.