

Records Destruction Information of Hongkong Post in 2015

Records Type	Quantity of paper records approved for destruction (linear metre)	Contents / Subject Matters
Administrative Records	905.86	<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	31.92	<ul style="list-style-type: none"> • Files Relating to Application for Certificate of Authority for the Reception of Correspondence • Files Relating to Mail Conveyance • Files Relating to Participation in International Affairs • Files Relating to Speedpost • Files Relating to International Letters • Files Relating to Mail Circulation and Despatching Arrangements • Files Relating to Outline Zoning Plan from Planning Department • Files Relating to Branch Offices • Files Relating to Overseas Philatelic Exhibition • Files Relating to Stamp Ordering
Total	937.78	

For enquiries concerning the above destruction information, please approach Hongkong Post at hkpo@hkpo.gov.hk.