

Records Destruction Information of Information Services Department in 2015

Records Type	Quantity of paper records approved for destruction (linear metre)	Contents / Subject Matters
Administrative Records	47.04	<ul style="list-style-type: none"> • Administration • Finance and Accounting • Human Resources • Management of Information, Information Services and Information Technology
Programme Records	25.23	<ul style="list-style-type: none"> • Correspondence on conferences and events • Correspondence on major events • Correspondence on visit programmes • Design and display matters for Government bureaux and departments • Distribution of publications • Information Services Department's comments on Government public relations issues • Placement of Government advertisements in newspapers • Public relations matters • International promotion activities organised by offices outside Hong Kong • Workload statistics
Total	72.27	

For enquiries concerning the above destruction information, please approach Information Services Department at internet@isd.gov.hk.