

## Records Destruction Information of Lands Department in 2015

Records Type	Quantity of paper records approved for destruction (linear metre)	Contents / Subject Matters
Administrative Records	25.80	<ul style="list-style-type: none"> <li>• Administration</li> <li>• Accommodation and Facilities</li> <li>• Procurement and Supplies</li> <li>• Finance and Accounting</li> <li>• Human Resources</li> <li>• Management of Information, Information Services and Information Technology</li> </ul>
Programme Records	87.27	<ul style="list-style-type: none"> <li>• Miscellaneous records relating to operation of the department (including library materials)</li> <li>• Files relating to excavation permits</li> <li>• Files relating to lease enforcement action</li> <li>• Files relating to land control cases</li> <li>• Records relating to government rent</li> <li>• Initial studies on environmental black spots</li> <li>• Case Files relating to Urban Lease Extension</li> <li>• Records relating to Routine Matters on Land Disposal</li> <li>• Files relating to personal data records obtained from Land Registry</li> </ul>
<b>Total</b>	<b>113.07</b>	

*For enquiries concerning the above destruction information, please approach Lands Department at [landsd@landsd.gov.hk](mailto:landsd@landsd.gov.hk).*