

**Records Destruction Information of
Chief Secretary for Administration's Office in 2016**

Records Type	Quantity of paper records approved for destruction (linear metre)	Contents / Subject Matters
Administrative Records	34.19	<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	1.15	<ul style="list-style-type: none"> • Management Consultancy Studies • Notification on Immigration (Amendment) Ordinance 1990 • Past Completed Cases of the Independent Commission Against Corruption Complaints Committee • Records Management Training Courses
Total	35.34	

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