

## Records Destruction Information of Financial Services and the Treasury Bureau in 2016

Records Type	Quantity of paper records approved for destruction (linear metre)	Contents / Subject Matters
Administrative Records	48.91	<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	5.38	<ul style="list-style-type: none"> <li>• General Correspondence</li> <li>• Departmental Matters</li> <li>• Files Relating to General Administrative Matters of the Insider Dealing Tribunal's Office</li> <li>• Statement of Accounts Relating to Insurance Companies</li> <li>• Files Relating to Estimates Submissions</li> </ul>
<b>Total</b>	<b>54.29</b>	

*For enquiries concerning the above destruction information, please approach Financial Services and the Treasury Bureau at [enq@fstb.gov.hk](mailto:enq@fstb.gov.hk) (Financial Services Branch), [info@fstb.gov.hk](mailto:info@fstb.gov.hk) (The Treasury Branch) or [iamaail@oci.gov.hk](mailto:iamaail@oci.gov.hk) (Office of the Commissioner of Insurance).*