

## Records Destruction Information of Housing Department in 2016

Records Type	Quantity of paper records approved for destruction (linear metre)	Contents / Subject Matters
Administrative Records	238.90	<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	1,199.47	<ul style="list-style-type: none"> <li>• Files Relating to Daily Estate Maintenance</li> <li>• Files Relating to Management of Public Housing Estates</li> <li>• Files Relating to Public Housing Construction Projects</li> <li>• Files Relating to Applications for Public Rental Housing</li> <li>• Files Relating to Applications for Home Ownership Scheme</li> <li>• Files Relating to the Activities of the Lift Inspection Focus Team</li> <li>• Tender Documents Relating to Housing Matters</li> </ul>
<b>Total</b>	<b>1,438.37</b>	

For enquiries concerning the above destruction information, please approach Housing Department at [hkha@housingauthority.gov.hk](mailto:hkha@housingauthority.gov.hk).