

Records Destruction Information of Hongkong Post in 2016

Records Type	Quantity of paper records approved for destruction (linear metre)	Contents / Subject Matters
Administrative Records	433.77	<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	5.72	<ul style="list-style-type: none"> • Files Relating to Mail Circulation and Despatching Arrangements • Files Relating to Flight Schedules • Files Relating to Airfreight and Shipping Companies • Files Relating to Participation in International Affairs • Files Relating to International Relations • Files Relating to Mail Conveyance • Case Files Relating to Postal Operators and Partners • Files Relating to Transit Service • Subject Files Relating to Quality of Services Checks (Management Control Section and Public Relations Section)
Total	439.49	

For enquiries concerning the above destruction information, please approach Hongkong Post at hkpo@hkpo.gov.hk.