

Records Destruction Information of Information Services Department in 2016

| Records Type | Quantity of paper records approved for destruction (linear metre) | Contents / Subject Matters |
|------------------------|---|--|
| Administrative Records | 26.69 | <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 | 14.28 | <ul style="list-style-type: none"> • Files Relating to Sale of Government Publications • Correspondence with Organisations • Correspondence on Conferences and Events • Correspondence on Visit Programmes • Files Relating to Placement of Government Advertisements • Correspondence on Visitors • Correspondence on Meetings • Application Forms for Photographic Services from Bureaux/Departments |
| Total | 40.97 | |

For enquiries concerning the above destruction information, please approach Information Services Department at internet@isd.gov.hk.