

## Records Destruction Information of Buildings Department in 2017

Records Type	Quantity of paper records approved for destruction (linear metre)	Contents / Subject Matters
Administrative Records	78.61	<ul style="list-style-type: none"> <li>• Procurement and Supplies</li> <li>• Finance and Accounting</li> <li>• Human Resources</li> </ul>
Programme Records	869.42	<ul style="list-style-type: none"> <li>• Records of Plans and Calculations</li> <li>• Testing and Inspection Reports/Records Related to Building Projects</li> <li>• Applicants' Files under the Building and Safety Loan Scheme</li> <li>• Files Relating to Demolished Building and Various Completed Operations and Inspection Reports by Consultant</li> <li>• Files Related to Patrol Survey Report by Consultant</li> <li>• Application Case Files Relating to Registration</li> <li>• Files Relating to Routine Registration Businesses and General Registration Matter</li> <li>• Application Forms and Related Documents Processed by Building Information Centre</li> <li>• Building Covenant Files and Building Information Centre (Data Administration) Record Files</li> <li>• Files Relating to General Enquiries from the Public</li> <li>• Files Relating to Engineering and Technical Administrative Matters</li> </ul>
<b>Total</b>	<b>948.03</b>	

*For enquiries concerning the above destruction information, please approach Buildings Department at [enquiry@bd.gov.hk](mailto:enquiry@bd.gov.hk).*