

**Records Destruction Information of
Chief Secretary for Administration's Office in 2017**

Records Type	Quantity of paper records approved for destruction (linear metre)	Contents / Subject Matters
Administrative Records	76.35	<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	3.44	<ul style="list-style-type: none"> • Records Management Training Matters and Other Related Issues • Enquiries from Bureaux and Departments on Records Management Issues • Speeches made by Chief Secretary for Administration at Past Functions
Total	79.79	

For enquiries concerning the above destruction information, please approach Chief Secretary for Administration's Office at admwing@cso.gov.hk.