

Records Destruction Information of Hongkong Post in 2017

Records Type	Quantity of paper records approved for destruction (linear metre)	Contents / Subject Matters
Administrative Records	661.82	<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	21.31	<ul style="list-style-type: none"> • Files Relating to Participation in International Affairs • Files Relating to Parcels • Case Files Relating to Postal Operators and Partners • Files Relating to Speedpost • Files Relating to Mail Circulation and Despatching Arrangements • Subject Files Relating to Postal Services Handled by Cash Management Section • Subject Files Relating to Customer Services (Cash Management Section) • Subject Files Relating to e-Cert Services (Cash Management Section) • Subject Files Relating to Cash Management (Cash Management Section) • Subject Files Relating to Trade Declaration Service (Cash Management Section) • Subject Files Relating to PayThruPost Service (Cash Management Section) • Files Relating to Counter Services • Files Relating to Counter Services System

Records Type	Quantity of paper records approved for destruction (linear metre)	Contents / Subject Matters
		<ul style="list-style-type: none"> • Files Relating to Bulk Mail Service • Files Relating to Election Posting • Files Relating to Universal Postal Union • Files Relating to Information Technology System • Files Relating to Green House Keeping and Staff Suggestion • Files Relating to Yearly Traffic • Files Relating to Staff Recognition Activities • Files Relating to Delivery Service • Files Relating to Customer Services • Files Relating to Customer Satisfaction Survey • Files Relating to Hongkong Post Directorates' Visit and Study Tours • Files Relating to Address Database • Files Relating to Postal Mechanization • Files Relating to Stamp Selling Machine • Files Relating to Culler Facer Cancellor • Files Relating to Video Coding • Files Relating to Counter Automation • Files Relating to Customer Enquiry (Philatelic Bureau) • Files Relating to Overseas Philatelic Exhibition • Files Relating to Stamp Ordering • Files Relating to Stamp Issuance • Files Relating to Stamps
Total	683.13	

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