

## Records Destruction Information of Lands Department in 2017

Records Type	Quantity of paper records approved for destruction (linear metre)	Contents / Subject Matters
Administrative Records	135.45	<ul style="list-style-type: none"> <li>• Administration</li> <li>• Accommodation and Facilities</li> <li>• Procurement and Supplies</li> <li>• Finance and Accounting</li> <li>• Human Resources</li> <li>• Management of Information, Information Services and Information Technology</li> </ul>
Programme Records	99.02	<ul style="list-style-type: none"> <li>• Land Control Cases</li> <li>• Government Rent Enquiries and Land Records from Land Registry</li> <li>• Land Resumption</li> <li>• Lease Enforcement Action</li> <li>• Hong Kong Town Planning Board Meeting</li> <li>• Application for Temporary Occupation of Government Land</li> <li>• Short Term Tenancies and Short Term Waivers Application</li> <li>• Complaints and Enquiries on Government Land Matters</li> <li>• Application for Hoisting Banners on Government Land</li> <li>• Routine Land Matters</li> <li>• Lands Control - Term Contract</li> <li>• Lands Disposal - Temporary Government Lands Allocation</li> <li>• Land Disposal - Short Term Tenancy</li> <li>• Land Disposal - Public/Street/Village Lighting</li> </ul>

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		<p>in the New Territories</p> <ul style="list-style-type: none"> <li>• Land Disposal - Government Land Allocation Applications</li> <li>• Land Disposal - Licence Applications from Food and Environmental Hygiene Department, Leisure and Cultural Services Department and Television and Entertainment Licensing Authority etc.</li> <li>• Land Disposal - Application for Excavation Permits</li> <li>• Contract Site Records Relating to Slope Maintenance</li> <li>• Applications Made under Lands Department Consent Scheme</li> <li>• Personal Data Records Obtained from Land Registry</li> </ul>
<b>Total</b>	<b>234.47</b>	

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