

## Records Destruction Information of Marine Department in 2017

Records Type	Quantity of paper records approved for destruction (linear metre)	Contents / Subject Matters
Administrative Records	30.47	<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	165.05	<ul style="list-style-type: none"> <li>• Cases Files Relating to Private Moorings / Subject Cover Fees and Receipts of Private Moorings</li> <li>• Files Relating to Applications for Port Formalities Permits</li> <li>• Files Relating to Certification and Licensing of Local Vessels</li> <li>• Records Relating to Article Agreement</li> <li>• Case Files and Ship Plans Relating to Registered Ship</li> <li>• Files Relating to Ship Safety, Security, Management and Survey Matters</li> <li>• Case Files Relating to Port State Control Inspection Matters</li> <li>• Case Records Relating to Shipping Registration Matters</li> </ul>
<b>Total</b>	<b>195.52</b>	

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