

## Records Destruction Information of Buildings Department in 2018

Records Type	Quantity of paper records approved for destruction (linear metre)	Contents / Subject Matters
Administrative Records	61.03	<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	2 604.39	<ul style="list-style-type: none"> <li>• Files relating to demolished buildings</li> <li>• Files relating to Engineering and Technical Administrative matters</li> <li>• Files and reports relating to construction site monitoring</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>• Application case files relating to registration</li> <li>• Files relating to assessment of registrations by registration committees</li> <li>• Files relating to provisional registration files of Registered Minor Works Contractors (Company)</li> <li>• Litigation Files for Civil Legal Proceedings</li> <li>• Miscellaneous Files in Investigation Unit</li> <li>• Prosecution Files</li> <li>• Files relating to demolished building,</li> </ul>

Records Type	Quantity of paper records approved for destruction (linear metre)	Contents / Subject Matters
		<p>completed Large-Scale-Operations, patrol survey reports by Consultant and individual Work-in-Progress cases</p> <ul style="list-style-type: none"> <li>• Files relating to Submissions for Minor Works Carried Out Under the Simplified Requirements</li> <li>• Records relating to Mandatory Building Inspection Scheme/Mandatory Window Inspection Scheme</li> <li>• Files relating to routine registration business and general registration matter</li> <li>• Files relating to general enquiries from the public</li> <li>• Files relating to Miscellaneous Building Matters, Complaints and Enquiries</li> <li>• Case Files of Loan Application under Building Safety Loan Scheme</li> <li>• Main Files of Loan Application under Building Safety Loan Scheme</li> <li>• Records of Plans and Calculations</li> <li>• Testing and Inspection Reports/Records related to Building Projects</li> </ul>
<b>Total</b>	<b>2,665.41*</b>	

*\*There is a slight discrepancy between the sum of individual items and the total due to rounding.*

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