

**Records Destruction Information of
Chief Secretary for Administration's Office in 2018**

Records Type	Quantity of paper records approved for destruction (linear metre)	Contents / Subject Matters
Administrative Records	12.01	<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	29.45	<ul style="list-style-type: none"> • Management Consultancy Studies • Studies on Training and Development Needs • General Correspondence and Records on Social Activities of Director of Protocol • Administration of Consular Affairs • Consultancy Study Proposals on Records Classification • Records Scheduling and Disposal Matters and Requests Handled by Records Centres • Operational Matters and General Correspondence of Records Centres • Past Completed Case and Complaint Statistics of the Independent Commission Against Corruption Complaints Committee
Total	41.46	

Note: The above figures also include those of the former Efficiency Unit before its transfer to the Innovation and Technology Bureau on 1 April 2018.

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