

Records Destruction Information of Home Affairs Department in 2018

Records Type	Quantity of paper records approved for destruction (linear metre)	Contents / Subject Matters
Administrative Records	198.87	<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	294.98	<ul style="list-style-type: none"> • Building management • Community building • Community halls/centres • District administration • District views on planning and development projects • Licencing • Local environmental improvements
Total	493.85	

For enquiries concerning the above destruction information, please approach Home Affairs Department at hadgen@had.gov.hk.