

## Records Destruction Information of Housing Department in 2018

Records Type	Quantity of paper records approved for destruction (linear metre)	Contents / Subject Matters
Administrative Records	182.78	<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	2,472.03	<ul style="list-style-type: none"> <li>• Files relating to management of public housing estates</li> <li>• Files relating to daily estate maintenance</li> <li>• Files relating to the business of the Committees' Section</li> <li>• Tender and contract documents relating to housing matters</li> <li>• Files relating to public housing construction projects</li> <li>• Files relating to subsidised sales flat</li> <li>• Files relating to Home Ownership Scheme</li> <li>• Files relating to the Tenant Purchase Scheme</li> <li>• Files relating to applications for Public Rental Housing</li> <li>• Files relating to the business of the Independent Checking Unit</li> <li>• Files relating to the business of the Private Housing Sub-division</li> </ul>

Records Type	Quantity of paper records approved for destruction (linear metre)	Contents / Subject Matters
		<ul style="list-style-type: none"> <li>Files relating to the business of Sales of First-hand Residential Properties Authority</li> </ul>
<b>Total</b>	<b>2,654.81</b>	

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