

**Records Destruction Information of
Leisure and Cultural Services Department in 2018**

Records Type	Quantity of paper records approved for destruction (linear metre)	Contents / Subject Matters
Administrative Records	1,715.13	<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	679.83	<ul style="list-style-type: none"> • Publicity Matters on Leisure Services • Recreation and Sports • Horticulture and Amenities • Music Office (Management and services) • Performing Arts (Cultural services and facilities) • Publicity Matters on Cultural Services • Public Libraries (Management and services) • Ticketing Office (Management and services)
Total	2,394.96	

For enquiries concerning the above destruction information, please approach Leisure and Cultural Services Department at rdi@lcsd.gov.hk.