

## Records Destruction Information of Rating and Valuation Department in 2018

Records Type	Quantity of paper records approved for destruction (linear metre)	Contents / Subject Matters
Administrative Records	49.03	<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	224.28	<ul style="list-style-type: none"> <li>• Rates and Government Rent</li> <li>• Billing and Payment</li> <li>• Tenancy Matters</li> <li>• Property Information / Statistics</li> </ul>
<b>Total</b>	<b>273.31</b>	

*For enquiries concerning the above destruction information, please approach Rating and Valuation Department at [ads\\_adm@rvd.gov.hk](mailto:ads_adm@rvd.gov.hk).*