

Records Destruction Information of Buildings Department in 2019

Records Type	Quantity of paper records approved for destruction (linear metre)	Contents / Subject Matters
Administrative Records	92.79	<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	1 200.51	<ul style="list-style-type: none"> • Files relating to Demolished Buildings • Files relating to Engineering and Technical Administrative Matters • Files and Reports relating to Construction Site Monitoring • Application Forms and Related Documents Processed by Building Information Centre • Litigation Files for Civil Legal Proceedings • Prosecution Files • Files relating to Submissions for Minor Works Carried Out Under the Simplified Requirements • Records relating to Mandatory Building Inspection Scheme (MBIS) / Mandatory Window Inspection Scheme (MWIS) • Files relating to Routine Registration Businesses and General Registration Matters • Records of Plans and Calculations • Testing and Inspection Reports/Records related to Building Projects • Files relating to Building issue of Demolished

Records Type	Quantity of paper records approved for destruction (linear metre)	Contents / Subject Matters
		<p>Building, Patrol Survey Report by Consultant, Large-Scale-Operations (LSOs) and Individual Work-in-Progress Cases</p> <ul style="list-style-type: none"> • Files relating to Dangerous Hillside • Files relating to Dangerous Hillside (Buried Services Investigation) • Records relating to Term Consultancy for the Investigation of Complaints and Monitoring of Defects in Private Properties and other related Services (Slopes) • Records relating to the Buried Services Investigation Works of Filled Slopes Case referred from Geotechnical Engineering Office
Total	1 293.3	

For enquiries concerning the above destruction information, please approach Buildings Department at enquiry@bd.gov.hk.