

**Records Destruction Information of
Chief Secretary for Administration's Office in 2019**

| Records Type | Quantity of paper records approved for destruction (linear metre) | Contents / Subject Matters |
|---------------------------|--|--|
| Administrative Records | 18.23 | <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 | 15.69 | <ul style="list-style-type: none"> • Past Completed Cases of the Independent Commission Against Corruption Complaints Committee • General Matters on Revised Edition of the Laws • Records Management Training and Advisory Matters • Materials Relating to Briefings and Training for the Promotion of Electronic Records Management • Miscellaneous Matters of Pilot Projects on Electronic Recordkeeping System • Advisory Services on Records Classification • Quality Policy and Quality Management Matters of Government Microfilm Centre |
| Total | 33.92 | |

For enquiries concerning the above destruction information, please approach Chief Secretary for Administration's Office at admwing@cso.gov.hk.