

## Records Destruction Information of Information Services Department in 2019

Records Type	Quantity of paper records approved for destruction (linear metre)	Contents / Subject Matters
Administrative Records	17.51	<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	6.12	<ul style="list-style-type: none"> <li>• Files relating to Distribution of Publications</li> <li>• Files relating to Placement of Government Advertisements</li> <li>• Correspondence on Meetings</li> <li>• Information of Hong Kong</li> </ul>
<b>Total</b>	<b>23.63</b>	

*For enquiries concerning the above destruction information, please approach Information Services Department at [internet@isd.gov.hk](mailto:internet@isd.gov.hk).*