

**Records Destruction Information of  
Leisure and Cultural Services Department in 2019**

<b>Records Type</b>	<b>Quantity of paper records approved for destruction (linear metre)</b>	<b>Contents / Subject Matters</b>
Administrative Records	563.86	<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	746.76	<ul style="list-style-type: none"> <li>• Recreation and Sports</li> <li>• Horticulture and Amenities</li> <li>• Performing Arts (Cultural Services and Facilities)</li> <li>• Publicity Matters on Cultural Services</li> <li>• Ticketing Office (Management and Services)</li> <li>• Public Libraries (Management and Services)</li> </ul>
<b>Total</b>	<b>1 310.62</b>	

*For enquiries concerning the above destruction information, please approach Leisure and Cultural Services Department at [rdi@lcsd.gov.hk](mailto:rdi@lcsd.gov.hk).*