

## Records Destruction Information of Lands Department in 2019

| Records Type           | Quantity of paper records approved for destruction (linear metre) | Contents / Subject Matters   |
|------------------------|---|--|
| Administrative Records | 159.39  | <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      | 122.89  | <ul style="list-style-type: none"> <li>• Files relating to Advisory and Development Proposal</li> <li>• Files relating to Land Control Cases</li> <li>• Complaints and Enquiries (Geographical Boundary: North Point and Happy Valley)</li> <li>• Complaints and Enquiries (Geographical Boundary: Wanchai)</li> <li>• Complaints and Enquiries (Geographical Boundary: Chai Wan and Shau Kei Wan)</li> <li>• Land records from Land Registry</li> <li>• Files relating to Complaints on Land Administration and Management from Legislative Council Members</li> <li>• Files relating to Complaints on Land Administration and Management from the Media, other Bureaux/Departments and the Public Direct</li> <li>• Files relating to Lands Disposal-Temporary Government Land Allocation (TGLA)</li> <li>• Files relating to Application for Temporary Occupation of Government Land</li> </ul> |

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|--------------|---|--|
|              |   | <ul style="list-style-type: none"> <li>• File relating to Building and Lands Miscellaneous Matters</li> <li>• Records relating to Short Term Tenancy and Waiver</li> <li>• Files relating to Land Disposal-Application for Excavation Permits</li> <li>• Title Deeds relating to Surrender of Land</li> <li>• Advice Provided by Tree Unit for Complaints and Enquiries related to Vegetation Maintenance</li> <li>• File relating to Lands Survey of Resettlement Estates, Photography Services of the New Territories Developments and Provision of Building Services</li> <li>• Contract Site Records relating to Slope Maintenance</li> <li>• Files relating to Personal Data Records Obtained through Owner's Properties Information Check Service Provided by Land Registry</li> </ul> |
| <b>Total</b> | <b>282.28</b>   |  |

*For enquiries concerning the above destruction information, please approach Lands Department at [landsd@landsd.gov.hk](mailto:landsd@landsd.gov.hk).*