

## Records Destruction Information of Marine Department in 2019

Records Type	Quantity of paper records approved for destruction (linear metre)	Contents / Subject Matters
Administrative Records	81.37	<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	57.78	<ul style="list-style-type: none"> <li>• Case records relating to Shipping Registration Matters</li> <li>• Files relating to Applications for Using Ferry Terminal Services</li> <li>• Files relating to applications for Port Formalities Permits</li> <li>• Files relating to Vessel Traffic Centre</li> <li>• Files relating to Administrative Arrangement</li> <li>• Case files relating to Reports on Accidents and Incidents</li> <li>• Typhoon case files</li> <li>• Files relating to Application for Miscellaneous Permits</li> <li>• Prosecution case files</li> <li>• Files relating to Port Information Matters (Statistics Section)</li> <li>• Files relating to Shipping Related Committees and Organizations</li> <li>• Files relating to Marine Emergency and Maritime Rescue Coordination Centre</li> <li>• Files relating to Mooring Buoys</li> </ul>

<b>Records Type</b>	<b>Quantity of paper records approved for destruction (linear metre)</b>	<b>Contents / Subject Matters</b>
<b>Total</b>	<b>139.16</b>	

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