

## Records Destruction Information of Rating and Valuation Department in 2019

| Records Type           | Quantity of paper records approved for destruction (linear metre) | Contents / Subject Matters  |
|------------------------|---|---|
| Administrative Records | 14.99   | <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      | 149.10  | <ul style="list-style-type: none"> <li>• Rates and Government Rent</li> <li>• Billing and Payment</li> <li>• Tenancy Matters</li> <li>• Property Information / Statistics</li> </ul>  |
| <b>Total</b>           | <b>164.09</b>   |   |

*For enquiries concerning the above destruction information, please approach Rating and Valuation Department at [ads\\_adm@rvd.gov.hk](mailto:ads_adm@rvd.gov.hk).*