

## Records Destruction Information of Housing Department in 2020

Records Type	Quantity of paper records approved for destruction (linear metre)	Contents / Subject Matters
Administrative Records	148.19	<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	1 222.17	<p>Files relating to:</p> <ul style="list-style-type: none"> <li>• Management of public housing estates</li> <li>• Daily estate maintenance</li> <li>• Public housing construction projects</li> <li>• Subsidised sales flat</li> <li>• Home Ownership Scheme</li> <li>• Applications for Public Rental Housing</li> <li>• Construction law, prosecution and miscellaneous matters</li> <li>• The business of the Independent Checking Unit</li> <li>• The business of Sales of First-hand Residential Properties Authority</li> </ul>
<b>Total</b>	<b>1 370.36</b>	

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