

Records Destruction Information of Hongkong Post in 2020

Records Type	Quantity of paper records approved for destruction (linear metre)	Contents / Subject Matters
Administrative Records	620.25	<ul style="list-style-type: none"> • Administration • Accommodation and Facilities • Procurement and Supplies • Finance and Accounting • Human Resources • Management of Information, Information Services and Information Technology
Programme Records	1.18	<p>Files relating to:</p> <ul style="list-style-type: none"> • Costing Analysis of Standard Service/ Product of Hongkong Post (Financial Analysis Section) • Local Courier Post Service (Mail Tracing Office) • PO Box Service (General Office (MPD)) • Vehicle Network (General Office (MPD)) • Customer Service Programme (Training Section) • Bill Payment Service / PayThruPost (Local Delivery Solutions Section) • Sale of Overseas Stamps • Philatelic Promotion • Customer Enquiry (Philatelic Bureau)
Total	621.43	

For enquiries concerning the above destruction information, please approach Hongkong Post at hkpo@hkpo.gov.hk.