

## Records Destruction Information of Information Services Department in 2020

Records Type	Quantity of paper records approved for destruction (linear metre)	Contents / Subject Matters
Administrative Records	47.42	<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	4.65	Files relating to: <ul style="list-style-type: none"> <li>• Communications</li> <li>• Security, Law and Justice</li> <li>• Application for Photographic Service</li> <li>• Placement of Government Advertisements</li> </ul>
<b>Total</b>	<b>52.07</b>	

*For enquiries concerning the above destruction information, please approach Information Services Department at [internet@isd.gov.hk](mailto:internet@isd.gov.hk).*