

**Records Destruction Information of
Leisure and Cultural Services Department in 2020**

Records Type	Quantity of paper records approved for destruction (linear metre)	Contents / Subject Matters
Administrative Records	395.41	<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	921.85	<ul style="list-style-type: none"> • Publicity Matters on Leisure Services • Publicity Matters on Cultural Services • Recreation and Sports • Horticulture and Amenities • Performing Arts (Cultural Services and Facilities) • Public Libraries (Facilities, Management and Services)
Total	1 317.26	

For enquiries concerning the above destruction information, please approach Leisure and Cultural Services Department at rdi@lcsd.gov.hk.