

**Records Destruction Information of  
Rating and Valuation Department in 2020**

<b>Records Type</b>	<b>Quantity of paper records approved for destruction (linear metre)</b>	<b>Contents / Subject Matters</b>
Administrative Records	13.34	<ul style="list-style-type: none"> <li>• Finance and Accounting</li> <li>• Management of Information, Information Services and Information Technology</li> </ul>
Programme Records	221.06	<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>234.40</b>	

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