

## Records Destruction Information of Buildings Department in 2021

Records Type	Quantity of paper records approved for destruction (linear metre)	Contents / Subject Matters
Administrative Records	20.91	<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> </ul>
Programme Records	951.06	<ul style="list-style-type: none"> <li>• Application forms and related documents processed by Building Information Centre</li> <li>• Files relating to demolished buildings</li> <li>• Records of Plans and Calculations</li> <li>• Testing and Inspection Reports/Records related to Building Projects</li> <li>• Files and reports relating to construction site monitoring</li> <li>• Litigation Files for Civil Legal Proceedings</li> <li>• Prosecution Files</li> <li>• Records relating to Mandatory Building Inspection Scheme (MBIS) / Mandatory Window Inspection Scheme (MWIS)</li> <li>• MBIS / MWIS Notices – related minor works submissions</li> <li>• Files relating to building issue of demolished building, patrol survey report by Consultant, Large-Scale-Operations (LSO), individual Work-in-Progress Cases and existing buildings by Former Divisions before the re-organization of BD in 2001</li> </ul>

<b>Records Type</b>	<b>Quantity of paper records approved for destruction (linear metre)</b>	<b>Contents / Subject Matters</b>
<b>Total</b>	<b>971.97</b>	

*For enquiries concerning the above destruction information, please approach Buildings Department at [enquiry@bd.gov.hk](mailto:enquiry@bd.gov.hk).*