

**Records Destruction Information of
Chief Secretary for Administration's Office in 2021**

Records Type	Quantity of paper records approved for destruction (linear metre)	Contents / Subject Matters
Administrative Records	12.16	<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	26.65	<ul style="list-style-type: none"> • Reference Services and Public Programmes of the Public Records Office of the Government Records Service • Records Disposal Matters and Requests Handled by Records Centres • Operational Matters and General Correspondence of Records Centres • Records Management Training and Advisory Matter • Administration of Consular Affairs
Total	38.81	

For enquiries concerning the above destruction information, please approach Chief Secretary for Administration's Office at admwing@csso.gov.hk.