

## Records Destruction Information of Hongkong Post in 2021

Records Type	Quantity of paper records approved for destruction (linear metre)	Contents / Subject Matters
Administrative Records	511.68	<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	10.27	<ul style="list-style-type: none"> <li>• Files Relating to Replacement of Mechanised Letter Sorting System</li> <li>• Registration Forms for COVID19 Test for Hongkong Post Staff</li> <li>• Files relating to Stamp Issues (Philatelic Bureau)</li> <li>• Subject Files relating to Post Offices (Existing) (Planning Section)</li> <li>• Subject Files relating to Postal Facilities (Planning Section)</li> <li>• Files Relating to Philatelic Promotion</li> <li>• Files Relating to Parcels</li> <li>• Files Relating to Hong Kong Stamp Exhibition</li> <li>• Confidential Files Relating to Stamp Advisory Committee</li> <li>• Files relating to Customer Liaison Group (Management Services Division)</li> <li>• Files relating to Free Post Day (Management Services Division)</li> </ul>

Records Type	Quantity of paper records approved for destruction (linear metre)	Contents / Subject Matters
		<ul style="list-style-type: none"> <li>• Files Relating to General Operation Arrangement Regarding the Product of Speedpost Service of Speedpost of Hong Kong Section (SPT/GPO)</li> <li>• Confidential Files relating to costing analysis of Hongkong Post (Financial Analysis Section)</li> <li>• Files relating to Costing Analysis of Standard Service/ Product of Hongkong Post (Financial Analysis Section)</li> <li>• Subject Files relating to Planning and Development (Planning Section)</li> <li>• Files Relating to Speedpost Service (Mail Tracing Office)</li> </ul>
<b>Total</b>	<b>521.95</b>	

*For enquiries concerning the above destruction information, please approach Hongkong Post at [hkpo@hkpo.gov.hk](mailto:hkpo@hkpo.gov.hk).*