

Records Destruction Information of Lands Department in 2021

Records Type	Quantity of paper records approved for destruction (linear metre)	Contents / Subject Matters
Administrative Records	48.11	<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	295.60	<ul style="list-style-type: none"> • Files relating to advisory and development proposal • Files relating to planning and development • Records relating to Building Plans • Files relating to land control cases • Files relating to Land Disposal-Temporary Government Lands Allocation • Land records from Land Registry • Files relating to complaints, enquiries, appeals and disputes on land administration and management • Files relating to Land Disposal - Application for Temporary Occupation of Government Land • Files relating to lease enforcement action or cases • Files relating to public utilities, public works, beliefs, customs, rites & archaeology, squatter control & resettlements, transport, urban and the New Territories services and amenities, etc.

Records Type	Quantity of paper records approved for destruction (linear metre)	Contents / Subject Matters
		<ul style="list-style-type: none"> • Files relating to vegetation management (agriculture) • Records relating to short term tenancy and waiver • Records relating to auction/tender results • Survey equipment • Computer and Land Information System • Title deeds relating to surrender of land • Files relating to land resumption • Files relating to processing of home ownership scheme cases • Files relating to transfer of title of the flats of civil servants co-operative building societies cases • Warning letters relating to recovery of outstanding Government rent • Contract site records relating to slope maintenance • Files relating to routine land matters • Records relating to railway projects • Daily Patrol Records and Hut to Hut Check Records • File relating to supply of aerial photo services • Files relating to personal data records obtained through Owner's Properties Information Check Service provided by Land Registry
Total	343.71	

For enquiries concerning the above destruction information, please approach Lands Department at landsd@landsd.gov.hk.