

**Records Destruction Information of  
Leisure and Cultural Services Department in 2021**

<b>Records Type</b>	<b>Quantity of paper records approved for destruction (linear metre)</b>	<b>Contents / Subject Matters</b>
Administrative Records	1 799.54	<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	475.58	<ul style="list-style-type: none"> <li>• Publicity Matters on Leisure Services</li> <li>• Publicity Matters on Cultural Services</li> <li>• Recreation and Sports</li> <li>• Horticulture and Amenities</li> <li>• Files relating to programmes of Cultural Presentations Section</li> <li>• Files relating to exhibitions of Museum of History</li> <li>• Library forms relating to Borrower Registration of Hong Kong Public Libraries</li> <li>• Files relating to library services, collection management, extension activities and programmes</li> <li>• Reader's Suggestion</li> <li>• Files relating to Performing Arts (cultural services and facilities)</li> <li>• Files relating to exhibitions and activities of Hong Kong Science Museum</li> </ul>
<b>Total</b>	<b>2 275.13</b>	

\* *There is a slight discrepancy between the sum of individual items and the total due to rounding.*

*For enquiries concerning the above destruction information, please approach Leisure and Cultural Services Department at [rdi@lcsd.gov.hk](mailto:rdi@lcsd.gov.hk).*