

**Records Destruction Information of  
University Grants Committee Secretariat in 2021**

<b>Records Type</b>	<b>Quantity of paper records approved for destruction (linear metre)</b>	<b>Contents / Subject Matters</b>
Administrative Records	2.91	<ul style="list-style-type: none"> <li>• Administration</li> <li>• Accommodation and Facilities</li> <li>• Procurement and Supplies</li> <li>• Human Resources</li> </ul>
Programme Records	8.78	<ul style="list-style-type: none"> <li>• Files Relating to General Capital Matters</li> <li>• Files Relating to Research Grants</li> <li>• Files Relating to Lingnan College</li> <li>• Files Relating to the Hong Kong University of Science and Technology</li> </ul>
<b>Total</b>	<b>11.68</b>	

*For enquiries concerning the above destruction information, please approach University Grants Committee Secretariat at [ugc@ugc.edu.hk](mailto:ugc@ugc.edu.hk).*