

Records Destruction Information of Buildings Department in 2022

Records Type	Quantity of paper records approved for destruction (linear metre)	Contents / Subject Matters
Administrative Records	7.83	<ul style="list-style-type: none"> • Administration • Accommodation and Facilities • Procurement and Supplies • Human Resources
Programme Records	867.68	<ul style="list-style-type: none"> • Files relating to demolished buildings • Records of Plans and Calculations • Testing and Inspection Reports / Records related to Building Projects • Files and reports relating to construction site monitoring • Litigation Files for Civil Legal Proceedings • Prosecution Files • Small Claims Unit Files • Records relating to Mandatory Building Inspection Scheme (MBIS) / Mandatory Window Inspection Scheme (MWIS) • MBIS / MWIS Notices – related minor works submissions • Files relating to building issue of demolished building, patrol survey report by Consultant, Large-Scale-Operations (LSO), individual Work-in-Progress Cases and existing buildings by Former Divisions before the re-organization of BD in 2001 • Case files relating to Fire Safety (Commercial Premises) Ordinance (Completed files) and Fire Safety (Buildings) Ordinance (Obsolete files)

Records Type	Quantity of paper records approved for destruction (linear metre)	Contents / Subject Matters
Total	875.51	

For enquiries concerning the above destruction information, please approach Buildings Department at enquiry@bd.gov.hk.