

## Records Destruction Information of Home Affairs Department in 2022

Records Type	Quantity of paper records approved for destruction (linear metre)	Contents / Subject Matters
Administrative Records	97.62	<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	485.35	<ul style="list-style-type: none"> <li>• Building Management</li> <li>• Community Building</li> <li>• Community Halls/Centres</li> <li>• Coordination of Celebration</li> <li>• District Administration</li> <li>• Estate Beneficiaries Support Services</li> <li>• Licensing</li> <li>• Local Environmental Improvements</li> <li>• Rates Exemption</li> <li>• Rural Representative Elections</li> <li>• Social Enterprise</li> <li>• Territory Planning and Development</li> </ul>
<b>Total</b>	<b>582.97</b>	

*For enquiries concerning the above destruction information, please approach Home Affairs Department at [hadgen@had.gov.hk](mailto:hadgen@had.gov.hk).*