

## Records Destruction Information of Lands Department in 2022

Records Type	Quantity of paper records approved for destruction (linear metre)	Contents / Subject Matters
Administrative Records	84.64	<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	273.88	<ul style="list-style-type: none"> <li>• Case files relating to complaints and enquiries</li> <li>• Files relating to land control cases</li> <li>• Daily Patrol Records, Hut to Hut Check Records and Monthly Reports</li> <li>• Files relating to Land Disposal - Application for Temporary Occupation of Government Land / Excavation Permits</li> <li>• Files relating to planning and development</li> <li>• Building Plans which have been superseded</li> <li>• Situation Reports on Squatter Activities, Monthly Situation Reports and Works Orders</li> <li>• Records relating to Short Term Tenancy and Waiver</li> <li>• Files relating to building and lands miscellaneous matters</li> <li>• Files relating to slope maintenance cases</li> <li>• Surveying and Cartographic Matter</li> <li>• Land Information System</li> <li>• Computer Information Notices</li> <li>• Title deeds and files relating to land resumption / surrender of land</li> </ul>

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		<ul style="list-style-type: none"> <li>• Applications made under Lands Department Consent Scheme</li> <li>• Files relating to transfer of title of the flats of civil servants co-operative building societies cases</li> <li>• Files relating to processing of home ownership scheme cases</li> <li>• Files relating to Landscape Advisory Team</li> <li>• Files relating to routine land matters</li> <li>• Photogrammetric and Aerial Survey Equipment</li> <li>• Supply of Photogrammetric / Aerial Photography and Reprographic Services</li> <li>• Maintenance of Equipment and Disposal of Chemical Waste</li> <li>• Files relating to Photographic and Reprographic Equipment</li> <li>• Files relating to Production Computers</li> <li>• Records relating to Environmental and Quality Management System</li> </ul>
<b>Total</b>	<b>358.52</b>	

*For enquiries concerning the above destruction information, please approach Lands Department at [landsd@landsd.gov.hk](mailto:landsd@landsd.gov.hk).*