

**Records Destruction Information of  
Leisure and Cultural Services Department in 2022**

<b>Records Type</b>	<b>Quantity of paper records approved for destruction (linear metre)</b>	<b>Contents / Subject Matters</b>
Administrative Records	560.58	<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	588.40	<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 Resource Centre of Hong Kong Film Archive</li> <li>• Correspondence on Voluntary Services</li> <li>• Case files relating to Venue / Facilities Booking Services</li> <li>• Performing Arts (Cultural services and facilities)</li> <li>• Files relating to provision of URBTIX services to patrons</li> <li>• Library Forms relating to Borrower Registration for Hong Kong Public Libraries (Libraries Section)</li> <li>• Files relating to library services, extension activities and programmes</li> <li>• Files relating to meetings</li> <li>• Publicity Enquiries and Suggestion</li> <li>• Publicity Matters in General</li> </ul>

Records Type	Quantity of paper records approved for destruction (linear metre)	Contents / Subject Matters
		<ul style="list-style-type: none"> <li>• Publicity Matters on Cultural Services</li> <li>• Publicity Libraries (Management and services)</li> <li>• Files relating to library services, collection management, extension activities and programmes of Public Library</li> <li>• Files related to Lending Services, Library Automation System, Library Statistics and Reports, Services Provided in Newspaper and Periodicals Section &amp; Services Provided in Computer and Information Centre at Public Library</li> <li>• Files relating to Daily Operation and Activities of Public Library</li> </ul>
<b>Total</b>	<b>1 148.99*</b>	

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

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