

Records Destruction Information of Marine Department in 2022

Records Type	Quantity of paper records approved for destruction (linear metre)	Contents / Subject Matters
Administrative Records	82.36	<ul style="list-style-type: none"> • Administration • Accommodation and Facilities • Procurement and Supplies • Finance and Accounting • Human Resources • Management of Information, Information Services and Information Technology
Programme Records	104.79	<ul style="list-style-type: none"> • Applications for using ferry terminal services • Ferry Terminals Operation and Management • Management of public cargo working areas (Cargo Handling) • Log Book Relating to Record of Daily Activities • Port Information Matters • Application for Miscellaneous Permits • Certification and Licensing of Local Vessels • Application for Port Formalities Permits • Administrative Arrangement • Launch Log Book • Marine Emergency and Maritime Rescue Co-ordination Centre • Shipping Registration matters • Port State Control Inspection Matters • Ships Plans Relating to Registered Ship • Ship Safety, Security, Management and Survey Matters • Ship plans relating to Local Vessels • Ports management matters

Records Type	Quantity of paper records approved for destruction (linear metre)	Contents / Subject Matters
		<ul style="list-style-type: none"> • Government Vessels • Minor Accidents of Marine Department's Launches • Engineer Operator & Coxswain Examination Matters
Total	187.16*	

**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 Marine Department at mdenquiry@mardep.gov.hk.