

**Records Destruction Information of  
University Grants Committee Secretariat in 2022**

<b>Records Type</b>	<b>Quantity of paper records approved for destruction (linear metre)</b>	<b>Contents / Subject Matters</b>
Administrative Records	32.67	<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	0.40	<ul style="list-style-type: none"> <li>• Files relating to membership and publications of UGC</li> <li>• Files relating to publications and correspondences from institutions</li> </ul>
<b>Total</b>	<b>33.07</b>	

*For enquiries concerning the above destruction information, please approach University Grants Committee Secretariat at [ugc@ugc.edu.hk](mailto:ugc@ugc.edu.hk).*