

**Records Destruction Information of
Chief Secretary for Administration's Office in 2023**

Records Type	Quantity of paper records approved for destruction (linear metre)	Contents / Subject Matters
Administrative Records	12.85	<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	46.84	<ul style="list-style-type: none"> • Archives Administration and Reference Services • Operational Matters and General Correspondence of Records Centres • Records Management Training and Advisory Matters • Records Disposal Matters and Requests Handled by Records Centres • Past Completed Cases of the Independent Commission Against Corruption Complaints Committee
Total	59.69	

For enquiries concerning the above destruction information, please approach Chief Secretary for Administration's Office at admwing@csso.gov.hk.