

## Records Destruction Information of Hongkong Post in 2023

Records Type	Quantity of paper records approved for destruction (linear metre)	Contents / Subject Matters
Administrative Records	140.08	<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	42.23	<ul style="list-style-type: none"> <li>• Files relating to Postal Mechanization</li> <li>• Files relating to Customer Service Programme</li> <li>• Files relating to Counter Services</li> <li>• Files relating to Stamp Ordering</li> </ul>
<b>Total</b>	<b>182.31</b>	

*For enquiries concerning the above destruction information, please approach Hongkong Post at [hkpo@hkpo.gov.hk](mailto:hkpo@hkpo.gov.hk).*