

Records Destruction Information of Lands Department in 2023

Records Type	Quantity of paper records approved for destruction (linear metre)	Contents / Subject Matters
Administrative Records	164.73	<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	184.16	<ul style="list-style-type: none"> • Case files relating to Complaints and Enquiries • Files relating to Land Control and Lease Enforcement Cases • Monthly Reports • Files relating to Land Disposal – Application for Temporary Occupation of Government Land / Excavation Permits • Building Plans which have been Superseded • Situation Reports on Squatter Activities and Monthly Situation Reports • Files relating to Short Term Tenancy and Waiver • Files related to Land Information and Related Computer System • Title Deeds and Files relating to Land Resumption / Surrender of Land • Files relating to Transfer of Title of the Flats of Civil Servants' Co-operative Building Societies' Cases

Records Type	Quantity of paper records approved for destruction (linear metre)	Contents / Subject Matters
		<ul style="list-style-type: none"> • Files relating to Processing of Home Ownership Scheme's Cases • Files relating to Landscape Advisory Team • Files relating to Routine Land Matters • Records relating to Environmental and Quality Management System • Files relating to Banner and Bunting • Files relating to Small House Applications • Records relating to Meeting • Land Records from Land Registry • Records relating to District Land Administration • Files relating to Land Surveying Management Matters • Files relating to Miscellaneous Land Matters • Records relating to Slope Maintenance (Consultancy Agreements and Works Contracts) • Advices provided by Tree Unit on Complaints and Enquiries related to Vegetation Maintenance
Total	348.89	

For enquiries concerning the above destruction information, please approach Lands Department at landsd@landsd.gov.hk.