

**Records Destruction Information of
University Grants Committee Secretariat in 2023**

Records Type	Quantity of paper records approved for destruction (linear metre)	Contents / Subject Matters
Administrative Records	24.51	<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	165.18	<ul style="list-style-type: none"> • Files Relating to Publications and Correspondences • Project files of Alterations, Additions, Repairs & Improvements (AA&I) Programme • Files Relating to Capital Proposals • Files Relating to General Capital Matters • Files Relating to Academic Exchanges • Files Relating to Research Grants • Forms Relating to Global STEM Professorship Scheme
Total	189.69	

For enquiries concerning the above destruction information, please approach University Grants Committee Secretariat at ugc@ugc.edu.hk.