

Records Destruction Information of Buildings Department in 2024

Records Type	Quantity of paper records approved for destruction (linear metre)	Contents / Subject Matters
Administrative Records	45.06	<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	782.57	<ul style="list-style-type: none"> • Files relating to building issue of demolished and existing buildings • Records relating to Mandatory Building Inspection Scheme (MBIS) / Mandatory Window Inspection Scheme (MWIS) • Prosecution Files • Files relating to demolished buildings • Records of Plans and Calculations • Testing and Inspection Reports / Records related to Building Projects • Files and reports relating to construction site monitoring • Obsolete files opened prior to the implementation of Fire Safety (Buildings) Ordinance (FS(B)O) and relating to demolished buildings • Records relating to control of new building works under New Buildings Division 2

Records Type	Quantity of paper records approved for destruction (linear metre)	Contents / Subject Matters
		<ul style="list-style-type: none"> Records relating to Submissions for Minor Works Carried Out under the Simplified Requirements Files relating to Routine Registration Businesses and General Registration Matters (other than Application Case Files)
Total	827.63	

For enquiries concerning the above destruction information, please approach Buildings Department at enquiry@bd.gov.hk.