

Records Destruction Information of Information Services Department in 2024

Records Type	Quantity of paper records approved for destruction (linear metre)	Contents / Subject Matters
Administrative Records	15.24	<ul style="list-style-type: none"> • Procurement and Supplies • Finance and Accounting • Management of Information, Information Services and Information Technology
Programme Records	24.53	<ul style="list-style-type: none"> • Comments on Government Public Relations Issues • Correspondence with Committees, Organisations and Other Divisions of Information Services Department • Design and Display Matters for Government Bureaux and Departments • Expenses of Visitors • High Level Mission (Overseas Duty Visit) Taken by Chief Executive, Chief Secretary for Administration and Financial Secretary • Overseas and Mainland Visitors to Hong Kong • Placement of Government Advertisements • Production of the Announcement of Public Interest (API) for Government Bureaux and the production setting • Sponsored Visitors Programme • Weekly Senior Officials Meeting
Total	39.77	

For enquiries concerning the above destruction information, please approach Information Services Department at internet@isd.gov.hk.