

Records Destruction Information of Lands Department in 2024

Records Type	Quantity of paper records approved for destruction (linear metre)	Contents / Subject Matters
Administrative Records	367.51	<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	534.77	<ul style="list-style-type: none"> • Quarterly Reports • Files relating to Land and Survey Matters • Files relating to Planning and Development • Files relating to Environment and Quality Management System • Programme Records of District Survey Offices of Regional Division • Files relating to Complaints and Enquiries on Land Matters • Files relating to Land Control Cases and Lease Enforcement Action • Files relating to Application for Temporary Occupation of Government Land • Files relating to Application for Excavation Permits • Land Records from Land Registry • Building Plans which have been Superseded • Files relating to Banner and Bunting • Files relating to Rates, Property Tax and Inspection of A-Book

Records Type	Quantity of paper records approved for destruction (linear metre)	Contents / Subject Matters
		<ul style="list-style-type: none"> • General Correspondence within Government • Records relating to Application for Flight • Photogrammetric and Aerial Survey Equipment • Files relating to Technical Information of Photogrammetric Survey • Supply of Photogrammetric / Aerial Photography Services • Files Relating to Apportionment of Government Rent only in NT Districts • Applications Made under Lands Department Consent Scheme • Files relating to Short Term Tenancy of Government Land • Files relating to routine and miscellaneous land matters • Files Relating to Matters of Town Planning Board and its two Sub-committees • Files relating to Landscape Advisory Team • Files relating to Lands Department Consent Scheme, Approval of Deeds of Mutual Covenant and Management Agreement • Contract Site Records Relating to Slope Maintenance • Title Deeds and Files relating to Land Resumption / Surrender of Land • Files relating to Fishermen Claims
Total	902.28	

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