

Records Destruction Information of Leisure and Cultural Services Department in 2024

Records Type	Quantity of paper records approved for destruction (linear metre)	Contents / Subject Matters
Administrative Records	656.64	<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	637.63	<ul style="list-style-type: none"> • Files relating to Publicity Matters • Files relating to Leisure Services • Files relating to Cultural and Entertainment Activities • Recreation and Sports • Horticulture and Amenities • Files relating to Film Programmes • Files relating to Resource Centre of Hong Kong Film Archive • Files relating to Suggestion for Library Purchase and Acquisition of Library Materials • Routine Operational Records relating to Library Services, Library Collection Management and Extension Activities • Publicity Matters in General of Hong Kong Public Library • Application Forms relating to Borrower Registration for Hong Kong Public Libraries • Newspapers and Periodicals Subscription for Public Libraries

Records Type	Quantity of paper records approved for destruction (linear metre)	Contents / Subject Matters
		<ul style="list-style-type: none"> • Files relating to Operation of Music Office and District Music Centres • Files relating to Marketing and District Activities of the Performance Venues Office (Kowloon East) • Files relating to Management and Operation of Venue Facilities, and Booking and Ticketing Matters of Performance Venues Office (Kowloon East) • Files relating to Operation of Venue Partnership Scheme • Files relating to Operation of the Performance Venues Office (New Territories) and Performance Venues Management and Planning Section
Total	1 294.27	

For enquiries concerning the above destruction information, please approach Leisure and Cultural Services Department at rdi@lcsd.gov.hk.