

**Records Destruction Information of
Chief Secretary for Administration's Office in 2025**

Records Type	Quantity of paper records approved for destruction (linear metre)	Contents / Subject Matters
Administrative Records	16.07	<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	18.37	<ul style="list-style-type: none"> • Past completed Departmental Records Management Reviews • Records Management Training and Advisory Matters • Records Disposal Matters and Requests Handled by Records Centres • Operational Matters and General Correspondence of Records Centres • Past Completed Cases of the Independent Commission Against Corruption Complaints Committee • Files Relating to Correspondence from the Public on Legal Aid Services Matters • Other Miscellaneous Files
Total	34.45*	

**There is a slight discrepancy between the sum of individual items and the total due to rounding of figures.*

For enquiries concerning the above destruction information, please approach Chief Secretary for Administration's Office at admwing@csso.gov.hk.