

Records Destruction Information of Lands Department in 2025

Records Type	Quantity of paper records approved for destruction (linear metre)	Contents / Subject Matters
Administrative Records	178.11	<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	184.85	<ul style="list-style-type: none"> • Building Plans which have been Superseded • Records relating to Slope Maintenance • Files relating to Land and Survey Matters • Files relating to Short Term Tenancy of Government Land • Land Records from Land Registry • Files relating to Land Control Cases and Lease Enforcement Action • Applications made under Lands Department Consent Scheme • Files relating to Application for Temporary Occupation of Government Land • Files relating to Banner • Files relating to Complaints and Enquiries on Land Matters • Files relating to Routine Land Matters • Title Deeds and Files relating to Land Resumption / Surrender of Land • Files relating to Small House Boundary Matters • Files relating to Government Land Licence

Records Type	Quantity of paper records approved for destruction (linear metre)	Contents / Subject Matters
		<ul style="list-style-type: none"> • Files relating to House Numbering Matters • Files relating to Maps, Plans and Sales Records • Files relating to Places of Public Entertainment Licence • Files relating to Regional Senior Meeting, Land Acquisition and Clearance Committee • Files relating to Land Survey Projects • Files relating to Surveying related Matters / Meeting • Procedures and Purchasing Matters related to Publication and Printing • Information Technology, Computer System and Consumable related Circular and Service Report • Monthly Reports, Organization and Job Description • Outdoor Work Record • Quality Management System and Achievement of Quality Objective • Records and Guidelines relating to Complaints • Files related to Building Management Records
Total	362.96	

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