

**Records Destruction Information of
Leisure and Cultural Services Department in 2025**

Records Type	Quantity of paper records approved for destruction (linear metre)	Contents / Subject Matters
Administrative Records	773.30	<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	704.35	<ul style="list-style-type: none"> • Files relating to District Development • Recreation and Sports • Horticulture and Amenities • Files relating to Resources Centre of Hong Kong Film Archive • Files relating to Operation of the Performance Venues Office (New Territories) and Performance Venues Management and Planning Office • Files relating to Venues / Facilities Booking Services of Sheung Wan Civic Centre • Files relating to Venues / Facilities Booking Services of Hong Kong City Hall • Routine Operational Records relating to Library Services, Collection Maintenance, Library Operation Statistics and Extension Activities • Application Forms relating to Borrower Registration for Hong Kong Public Libraries • Files relating to Collection Development and Planning of Hong Kong Central Library

Records Type	Quantity of paper records approved for destruction (linear metre)	Contents / Subject Matters
		<ul style="list-style-type: none"> • Files relating to Development and Operation of the Branch Libraries • Files relating to Territory-wide and District Free Entertainment Programmes organised by Community Programmes Office • Files relating to Urban Ticketing System (URBTIX) Services to Patrons from Ticketing Office
Total	1 477.65	

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