

## Records Destruction Information of Marine Department in 2025

Records Type	Quantity of paper records approved for destruction (linear metre)	Contents / Subject Matters
Administrative Records	160.79	<ul style="list-style-type: none"> <li>• Administration</li> <li>• Accommodation and Facilities</li> <li>• Procurement and Supplies</li> <li>• Finance and Accounting</li> <li>• Human Resources</li> <li>• Management of Information, Information Services and Information Technology</li> </ul>
Programme Records	196.39	<ul style="list-style-type: none"> <li>• Shipping Companies</li> <li>• Seafarers' Employment, Registration Matters</li> <li>• Marine Industrial Safety</li> <li>• Committees and Organizations</li> <li>• Local Vessel Matters</li> <li>• Application for Authorized Surveyor</li> <li>• Administration, Planning and Development</li> <li>• Applications for Using Ferry Terminal Services</li> <li>• Maritime Activities, Control and Management</li> <li>• Port Statistics</li> <li>• Harbour Patrol Matters</li> <li>• Application for Permits</li> <li>• Vessel Traffic Centre</li> <li>• Shipping Registration, Safety, Security, Management ,Survey and Ship Plans</li> <li>• Port State Control Inspection</li> <li>• Accidents</li> </ul>
<b>Total</b>	<b>357.18</b>	

*For enquiries concerning the above destruction information, please approach Marine Department at [mdenquiry@mardep.gov.hk](mailto:mdenquiry@mardep.gov.hk).*