

List of Records by Category

(A) Land Administration Matters

- Government rent
- Land acquisition
- Land control
- Land disposal
- Lease enforcement
- Lease renewal and lease modification
- New Territories exempted houses
- Outsourcing management
- Practice Notes
- Processing of building plans
- Property management
- Railway development
- Slope maintenance
- Squatter control and clearance
- Valuation
- Vegetation management

(B) Survey and Mapping Matters

- Aerial photos
- Geodetic survey records
- Land boundary survey records
- Maps, plans and publications
- Photogrammetric survey records
- Practice Notes
- Projects and consultancy studies
- Promotional activities
- Geographical place naming
- Supply and sale of survey and mapping information
- Topographic survey records

(C) Legal Advisory and Conveyancing Matters

- Circulars
- Consent scheme
- Legal advice on land matters
- Processing of Deeds of Mutual Covenant
- Scrutinizing of lease conditions and land documents
- Title checking

(D) Departmental Administration

- Appointment, postings, transfer and termination of service
- Circulars, regulations and government publications
- Departmental transport services
- Establishment and strength
- Financial management
- General personnel matters
- Green management
- Office accommodation and building management
- Revenue and expenditure
- Staff appraisal, training and management
- Staff relations
- Stores and procurement

分類記錄表

(一) 土地行政事宜

- 地稅
- 土地徵用
- 土地管制
- 批地
- 契約執行
- 契約續期及契約修訂
- 新界豁免管制屋宇
- 外判服務管理
- 作業備考
- 處理建築圖則
- 物業管理
- 鐵路發展
- 斜坡維修
- 寮屋管制及清拆
- 估價
- 樹木管理

(二) 測繪事務

- 航空照片
- 大地測量紀錄
- 土地界線測量紀錄
- 地圖、圖則及刊物
- 攝影測量紀錄
- 作業備考
- 項目及顧問研究
- 推廣活動
- 地名訂正
- 供應及銷售測繪及地圖產品
- 地形測量紀錄

(三) 法律諮詢及田土轉易事宜

- 通函
- 同意方案
- 有關土地事宜的法律意見
- 審批大廈公契
- 審定契約條款及土地文件
- 查核業權

(四) 部門行政

- 聘用、職位調派、轉職及終止聘用
- 通函、規例及政府刊物
- 部門運輸服務
- 編制及實際人數
- 財務管理
- 一般人事事宜
- 環保管理
- 辦公地方及樓宇管理
- 收入及開支
- 員工評核、培訓及管理
- 員工關係
- 物料供應及採購