

## Records Destruction Information of Civil Service Bureau in 2023

Records Type	Quantity of paper records approved for destruction (linear metre)	Contents / Subject Matters
Administrative Records	160.61	<ul style="list-style-type: none"> <li>• Administration</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	89.90	<ul style="list-style-type: none"> <li>• Complaint Records</li> <li>• Enquiries and Complaints about the Use of Official Languages</li> <li>• Files Relating to Ceremonial Writing</li> <li>• Files Relating to Contracting Out of Translation Services</li> <li>• Files Relating to Glossaries</li> <li>• Human Resource Management</li> </ul>
<b>Total</b>	<b>250.51</b>	

*For enquiries concerning the above destruction information, please approach Civil Service Bureau at [csbts@csb.gov.hk](mailto:csbts@csb.gov.hk).*