

## Records Destruction Information of Government Logistics Department in 2023

| Records Type           | Quantity of paper records approved for destruction (linear metre) | Contents / Subject Matters   |
|------------------------|---|--|
| Administrative Records | 50.92   | <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      | 149.66  | <ul style="list-style-type: none"> <li>• Records Relating to Tender and Contract Document</li> <li>• Records Relating to Unsuccessful Tender Document</li> <li>• Records Relating to Printing Jobs</li> <li>• Records Relating to Printing Services and Policies</li> <li>• Records Relating to Requisition of Unallocated Stores</li> <li>• Records Relating to Procurement of Stores and Services</li> </ul> |
| <b>Total</b>           | <b>200.58</b>   |  |

*For enquiries concerning the above destruction information, please approach Government Logistics Department at [adsa@gld.gov.hk](mailto:adsa@gld.gov.hk).*