

Records Destruction Information of Highways Department in 2023

Records Type	Quantity of paper records approved for destruction (linear metre)	Contents / Subject Matters
Administrative Records	48.19	<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	794.42	<ul style="list-style-type: none"> • Dimension Books • Files, Books, Diaries, Drawings and Reports • Files relating to Capital Works Services • Files relating to Landscaping • Files relating to Public Development Works • Files relating to Research and Development • Files relating to Surveying • Files relating to Technical Administration • Programme files relating to district except records relating to slope works and structures • Records relating to Excavation permit • Records relating to Highways Department (HyD) term contracts and consultancy contracts • Records relating to Slope works • Records relating to works programmes, studies and projects • Works Order
Total	842.61	

For enquiries concerning the above destruction information, please approach Highways Department at eo.aadm@hyd.gov.hk.