

## Records Destruction Information of Architectural Services Department in 2015

Records Type	Quantity of paper records approved for destruction (linear metre)	Contents / Subject Matters
Administrative Records	83.17	<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	351.35	<ul style="list-style-type: none"> <li>• Finalised contract documents and drawings</li> <li>• Files relating to Computer Printout</li> <li>• Files relating to Minor Works Projects</li> <li>• Files relating to Dim Books, Works Orders and Drawings</li> <li>• Files relating to Non Schedule Rates</li> </ul>
<b>Total</b>	<b>434.52</b>	

*For enquiries concerning the above destruction information, please approach Architectural Services Department at [archsd@archsd.gov.hk](mailto:archsd@archsd.gov.hk).*