

**Records Destruction Information of
Electrical and Mechanical Services Department in 2015**

Records Type	Quantity of paper records approved for destruction (linear metre)	Contents / Subject Matters
Administrative Records	40.10	<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	155.03	<ul style="list-style-type: none"> • Records relating to tender and contract administration • Correspondences and records on installation test reports / site inspection reports / survey reports / drawings / catalogues and specifications of equipment • Documents and correspondences for procurement and administration of engineering contracts, provision of operation, repair, installation and maintenance services • Records relating to building inspections, incident investigation for law enforcement • Records relating to provision of air-conditioning, electrical & mechanical engineering services to client departments • Files relating to energy management and environmental affairs; and co-operation with trade organizations / bodies
Total	195.13	

For enquiries concerning the above destruction information, please approach Electrical and Mechanical Services Department at jennyvu@emsd.gov.hk.