

Records Destruction Information of Highways Department in 2015

Records Type	Quantity of paper records approved for destruction (linear metre)	Contents / Subject Matters
Administrative Records	99.66	<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	859.61	<ul style="list-style-type: none"> • Contract Documents (Original) • Correspondence and documents relating to administration, planning and design, progress reports of works • Files, books, diaries, drawings, reports • Project files relating to railway development district administration • Records relating to airport railway projects • Site records relating to the construction of Kap Shui Mun Bridge and Ma Wan Viaducts • Site records relating to construction and installation of the Lantau Toll Collection System • Project files relating to highways structures • Records relating to design, calculation of highway structures • Site records relating to road construction • Contract documents relating to Kap Shu Mun and Ma Wan Viaducts • Files relating to technical administration

Records Type	Quantity of paper records approved for destruction (linear metre)	Contents / Subject Matters
		<ul style="list-style-type: none"> • Records relating to HyD term contracts and consultancy contracts • Case files relating to works in connection with the Transport Department • Records relating to Excavation Permit
Total	959.27	

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