

Records Destruction Information of Architectural Services Department in 2016

Records Type	Quantity of paper records approved for destruction (linear metre)	Contents / Subject Matters
Administrative Records	65.00	<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	326.05	<ul style="list-style-type: none"> • Files Relating to Minor Works Projects • Files Relating to Maintenance of Government Premises • Records Relating to Departmental Core Services • Models Relating to Capital Works Tender Exercise Covered by the World Trade Organization Agreement on Government Procurement (WTO GPA) • Files Relating to Dim Books, Works Orders and Drawings • Finalized Contract Documents and Drawings • Files Relating to District Works Progress Reports • Files Relating to Internal Committee/ Working Group • Files Relating to Computer Printout
Total	391.05	

For enquiries concerning the above destruction information, please approach Architectural Services Department at archsd@archsd.gov.hk.