

**Records Destruction Information of
Electrical and Mechanical Services Department in 2016**

Records Type	Quantity of paper records approved for destruction (linear metre)	Contents / Subject Matters
Administrative Records	22.42	<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	179.44	<ul style="list-style-type: none"> • Files Relating to Energy Management and Environmental Affairs; and Co-operation with Trade Organizations/Bodies • Records Relating to Tender and Contract Administration • Correspondences and Records on Installation Test Reports/Inspection Reports/ Survey Reports • Records Relating to Building Inspections, Electricity Supply Lines and Application for Registered Electrical Worker/Contractor • Documents and Correspondences for Procurement, Quotation, Audit, Administration of Contracts, Repair, Installation and Maintenance Services
Total	201.86	

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