

## Records Destruction Information of Highways Department in 2016

Records Type	Quantity of paper records approved for destruction (linear metre)	Contents / Subject Matters
Administrative Records	147.97	<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	553.16	<ul style="list-style-type: none"> <li>• Files Relating to Slopes and Geotechnical Records</li> <li>• Programme Files Relating to District Except Records Relating to Slopeworks and Structures</li> <li>• Records Relating to Highways Department Term Contracts and Consultancy Contracts</li> <li>• Case Files Relating to Works in connection with Transport Department</li> <li>• File Relating to Technical Administration</li> <li>• Contract Documents Relating to North West Tsing Yi Projects</li> <li>• Contract Documents Relating to Ting Kau Bridge and Ma Wan Approach Viaducts</li> <li>• Site Records Relating to the Construction of Lantau Toll Plaza Earthworks</li> <li>• Files for Public Lighting Projects</li> <li>• Records Relating to Cases that were suspected of Contravention of Excavation Permit Conditions</li> </ul>

Records Type	Quantity of paper records approved for destruction (linear metre)	Contents / Subject Matters
		<ul style="list-style-type: none"> <li>• Correspondence and Documents Relating to Administration, Planning and Design, Progress Reports</li> <li>• Files, Books, Diaries, Drawings, Reports</li> <li>• Site Records Relating to Roads Construction (Site Records)</li> </ul>
<b>Total</b>	<b>701.13</b>	

*For enquiries concerning the above destruction information, please approach Highways Department at [eo.aadm@hyd.gov.hk](mailto:eo.aadm@hyd.gov.hk).*