Records Destruction Information of Architectural Services Department in 2017

Records Type	Quantity of paper records approved for destruction (linear metre)	Contents / Subject Matters
Administrative Records	172.10	• Administration • Accommodation and Facilities • Procurement and Supplies • Finance and Accounting • Human Resources • Management of Information, Information Services and Information Technology
Programme Records	406.57	• Records Relating to Departmental Core Services • Files Relating to Computer Printout • Files Relating to Dim Books, Works Orders and Drawings • Finalized Contract Documents and Drawings
Total	**578.67**	

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