

Records Destruction Information of Civil Aid Service in 2017

Records Type	Quantity of paper records approved for destruction (linear metre)	Contents / Subject Matters
Administrative Records	14.72	<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	1.00	<ul style="list-style-type: none"> • Files Relating to Operations of Civil Aid Service
Total	15.72	

For enquiries concerning the above destruction information, please approach Civil Aid Service at sm.lee@cas.gov.hk.