

## Records Destruction Information of Electrical and Mechanical Services Department in 2017

| Records Type           | Quantity of paper records approved for destruction (linear metre) | Contents / Subject Matters  |
|------------------------|---|---|
| Administrative Records | 210.89  | <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      | 297.46  | <ul style="list-style-type: none"> <li>• Documents Relating to Tender and Contract Administration</li> <li>• Correspondences and Records on Drawing/ Specification/Survey Reports</li> <li>• Documents and Correspondences for System, Equipment, Inspection, Repair, Maintenance, Installation and Modification</li> </ul> |
| <b>Total</b>           | <b>508.35</b>   |   |

*For enquiries concerning the above destruction information, please approach Electrical and Mechanical Services Department at [teresaho@emsd.gov.hk](mailto:teresaho@emsd.gov.hk).*