

Records Destruction Information of Highways Department in 2017

Records Type	Quantity of paper records approved for destruction (linear metre)	Contents / Subject Matters
Administrative Records	233.33	<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	465.80	<ul style="list-style-type: none"> • File Relating to Surveying • Files Relating to Research and Development • Programme Files Relating to District except Records Relating to Slope works and Structures • Records Relating to Highways Department Term Contracts and Consultancy Contracts • Case Files Relating to Works in connection with Transport Department • File Relating to Technical Administration • Contract Documents Relating to Lantau Toll Plaza • Contract Documents Relating to Electrical and Mechanical Works • Contract Documents Relating to Toll Collection System • Files for Public Lighting Projects • Files Relating to Public Development Works • Files Relating to Capital Works Service • Files Relating to Landscaping – Work

Records Type	Quantity of paper records approved for destruction (linear metre)	Contents / Subject Matters
		<p>Contracts</p> <ul style="list-style-type: none"> • Correspondence and Documents Relating to Administration, Planning and Design, Progress Reports • Files, Books, Diaries, Drawings, Reports • Contract Documents Relating to Electrical and Mechanical Contract and Public Lighting for Lantau Fixed Crossing • Project Files Relating to Highways Structures • Records Relating Remodelling of Sha Tin Station • Financial Records Relating to Terms Contract
Total	699.13	

For enquiries concerning the above destruction information, please approach Highways Department at eo.aadm@hyd.gov.hk.