

Records Destruction Information of Architectural Services Department in 2018

Records Type	Quantity of paper records approved for destruction (linear metre)	Contents / Subject Matters
Administrative Records	155.59	<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	498.73	<ul style="list-style-type: none"> • Records Relating to Departmental Core Services • Files Relating to Computer Printout • Finalized Contract Documents and Drawings
Total	654.32	

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