

## Records Destruction Information of Civil Aid Service in 2018

<b>Records Type</b>	<b>Quantity of paper records approved for destruction (linear metre)</b>	<b>Contents / Subject Matters</b>
Administrative Records	0.60	<ul style="list-style-type: none"><li>• Administration</li><li>• Finance and Accounting</li><li>• Human Resources</li></ul>
<b>Total</b>	<b>0.60</b>	

*For enquiries concerning the above destruction information, please approach Civil Aid Service at [sm.lee@cas.gov.hk](mailto:sm.lee@cas.gov.hk).*