

**Records Destruction Information of
Electrical and Mechanical Services Department in 2018**

Records Type	Quantity of paper records approved for destruction (linear metre)	Contents / Subject Matters
Administrative Records	99.23	<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	266.69	<ul style="list-style-type: none"> • Documents Relating to Tender and Contract Administration • Documents Relating to Research and Development • Documents Relating to System, Equipment, Inspection, Investigation, Licensing, Repair, Maintenance, Installation and Modification • Records on Drawing/Specification/Survey Reports • Records Relating to Electricity Supply Lines and Application for Registered Electrical Worker/Contractor
Total	365.92	

For enquiries concerning the above destruction information, please approach Electrical and Mechanical Services Department at cynthialau@emsd.gov.hk.