

## Records Destruction Information of Government Logistics Department in 2018

Records Type	Quantity of paper records approved for destruction (linear metre)	Contents / Subject Matters
Administrative Records	140.56	<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	335.67	<ul style="list-style-type: none"> <li>• Files Relating to Tender Opening</li> <li>• Files Relating to Computer Systems</li> <li>• Files Relating to Printing Services</li> <li>• Files Relating to Uniforms</li> </ul>
<b>Total</b>	<b>476.23</b>	

*For enquiries concerning the above destruction information, please approach Government Logistics Department at [adsa@gld.gov.hk](mailto:adsa@gld.gov.hk).*