

Records Destruction Information of Highways Department in 2018

Records Type	Quantity of paper records approved for destruction (linear metre)	Contents / Subject Matters
Administrative Records	123.67	<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	738.98	<ul style="list-style-type: none"> • Contract Documents • Correspondence and Documents relating to Administration, Planning and Design, Progress Reports • Dimension Books • Files, Books, Diaries, Drawings and Reports • Files for Public Lighting Projects • Files relating to Land Matters and Projects at Planning Stage • Files relating to Landscaping – Works Contracts • Files relating to Public Development Works • Files relating to Research and Development • Files relating to Slopes and Geotechnical Records • File relating to Technical Administration • Financial Records relating to Terms

Records Type	Quantity of paper records approved for destruction (linear metre)	Contents / Subject Matters
		Contract <ul style="list-style-type: none"> • Records relating to Excavation Permit • Records relating to Highways Department Term Contracts and Consultancy Contracts • Site Records relating to Lantau Toll Plaza • Works Orders
Total	862.65	

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