

Records Destruction Information of Architectural Services Department in 2019

Records Type	Quantity of paper records approved for destruction (linear metre)	Contents / Subject Matters
Administrative Records	12.39	<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	402.59	<ul style="list-style-type: none"> • Records relating to Departmental Core Services • Files relating to Computer Printout • Finalized Contract Documents and Drawings
Total	414.98	

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