

## Records Destruction Information of Civil Aid Service in 2019

<b>Records Type</b>	<b>Quantity of paper records approved for destruction (linear metre)</b>	<b>Contents / Subject Matters</b>
Administrative Records	10.44	<ul style="list-style-type: none"> <li>• Administration</li> <li>• Accommodation and Facilities</li> <li>• Human Resources</li> </ul>
Programme Records	0.95	<ul style="list-style-type: none"> <li>• Reports and Statistics</li> <li>• Corporations and Firms</li> </ul>
<b>Total</b>	<b>11.39</b>	

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