

## Records Destruction Information of Fire Services Department in 2019

| Records Type           | Quantity of paper records approved for destruction (linear metre) | Contents / Subject Matters  |
|------------------------|---|---|
| Administrative Records | 308.66  | <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      | 444.64  | <ul style="list-style-type: none"> <li>• Records relating to Ambulance Operation</li> <li>• Files relating to License of Ventilation System</li> <li>• Files relating to Statistics on Ambulance Services</li> <li>• Files relating to Certificate of Fire Service Installation and Equipment (FS251)</li> <li>• General Building Plans for New Buildings of Private Developments (New Projects Division)</li> <li>• Training Materials for Overseas and Local Organizations other than Government Departments in Hong Kong</li> <li>• Records relating to Fire Services Incident Report</li> </ul> |
| <b>Total</b>           | <b>753.30</b>   |   |

*For enquiries concerning the above destruction information, please approach Fire Services Department at [as\\_gr@hkfsd.gov.hk](mailto:as_gr@hkfsd.gov.hk).*