

Records Destruction Information of Highways Department in 2019

Records Type	Quantity of paper records approved for destruction (linear metre)	Contents / Subject Matters
Administrative Records	98.50	<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	674.36	<ul style="list-style-type: none"> • Case Files relating to Contravention of Excavation Permit Conditions • Correspondence and Documents relating to Administration, Planning and Design, Progress Reports of Works Projects • Dimension Books • Files, Books, Diaries, Drawings and Reports • Files for Public Lighting Projects • Files relating to Contract Procedures • Files relating to Highways Complaints and Enquiries • Files relating to Road Maintenance and Operation • Files relating to Project Administration and Finance • Files relating to Railway Development • Files relating to Site Safety Matters • File relating to Technical Administration • Lantau Fixed Crossing Lifetime Site Records for Integrated Computer Aided Drafting System

Records Type	Quantity of paper records approved for destruction (linear metre)	Contents / Subject Matters
		<ul style="list-style-type: none"> • Programme Files relating to District except Records relating to Slopeworks and Structures • Records relating to HyD Term Contracts and Consultancy Contracts • Records relating to Excavation Permit • Works Orders
Total	772.86	

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