

## Records Destruction Information of Water Supplies Department in 2019

Records Type	Quantity of paper records approved for destruction (linear metre)	Contents / Subject Matters
Administrative Records	103.30	<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	219.38	<ul style="list-style-type: none"> <li>• Records of Customer Accounts-related Enquiries and Applications</li> <li>• Records relating to Applications for Water Supply</li> <li>• Records relating to Waterworks Installation / Maintenance</li> <li>• Records relating to Works Contract Administration</li> </ul>
<b>Total</b>	<b>322.68</b>	

*For enquiries concerning the above destruction information, please approach Water Supplies Department at [wsdinfo@wsd.gov.hk](mailto:wsdinfo@wsd.gov.hk).*