

Records Destruction Information of Civil Aviation Department in 2020

Records Type	Quantity of paper records approved for destruction (linear metre)	Contents / Subject Matters
Administrative Records	3.62	<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	4.16	<ul style="list-style-type: none"> • Records relating to retired aircraft • Records relating to implementation of airworthiness procedures • Records relating to organisations no longer holding CAD approval • Records of baggage handling specification including departure baggage handling system and reports of inspection visit
Total	7.78	

For enquiries concerning the above destruction information, please approach Civil Aviation Department at enquiry@cad.gov.hk.