

## Records Destruction Information of Government Logistics Department in 2020

Records Type	Quantity of paper records approved for destruction (linear metre)	Contents / Subject Matters
Administrative Records	7.58	<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	155.05	<p>Records relating to:</p> <ul style="list-style-type: none"> <li>• Tender and contract documents</li> <li>• Contract copies relating to Tender</li> <li>• Job Records</li> <li>• Paper testing</li> <li>• Quality Assurance Certifications</li> <li>• Amendment of Printing Services Procedure Manual</li> <li>• The provision of Printing Services</li> </ul>
<b>Total</b>	<b>162.63</b>	

*For enquiries concerning the above destruction information, please approach Government Logistics Department at [adsa@gld.gov.hk](mailto:adsa@gld.gov.hk).*