

Records Destruction Information of Highways Department in 2020

Records Type	Quantity of paper records approved for destruction (linear metre)	Contents / Subject Matters
Administrative Records	18.69	<ul style="list-style-type: none"> • Administration • Procurement and Supplies • Finance and Accounting • Human Resources • Management of Information, Information Services and Information Technology
Programme Records	797.92	<ul style="list-style-type: none"> • Dimension books • Works Orders • Files, books, diaries, drawings and reports • Case Files Relating to Contravention of Excavation Permit Conditions <p>Records relating to</p> <ul style="list-style-type: none"> • administration, planning and design, progress reports of works projects • Capital Works Services • Public Development Works • Road Maintenance and Operation • Excavation permit • HyD term contracts and consultancy contracts • HyD term contracts and consultancy contracts (Class C) • the Operation of Maintenance Accounts & Quantity Surveying (MAQS) Unit
Total	816.61	

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