

## Records Destruction Information of Civil Aid Service in 2021

<b>Records Type</b>	<b>Quantity of paper records approved for destruction (linear metre)</b>	<b>Contents / Subject Matters</b>
Administrative Records	3.28	<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>
<b>Total</b>	<b>3.28</b>	

*For enquiries concerning the above destruction information, please approach Civil Aid Service at [casenq@cas.gov.hk](mailto:casenq@cas.gov.hk).*