

## Records Destruction Information of Drainage Services Department in 2021

Records Type	Quantity of paper records approved for destruction (linear metre)	Contents / Subject Matters
Administrative Records	43.90	<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	88.47	<ul style="list-style-type: none"> <li>• Records Relating to Projects/Consultancies/Contracts</li> <li>• Records relating to Planning, Involving Projects at Planning Stage, Studies, Consultancies Contracting and Other Associated Issues</li> <li>• Records Relating to Plants Operation and Maintenance</li> <li>• Records Relating to Planning and Study of Drainage and Sewage Projects</li> </ul>
<b>Total</b>	<b>132.37</b>	

*For enquiries concerning the above destruction information, please approach Drainage Services Department at [enquiry@dsd.gov.hk](mailto:enquiry@dsd.gov.hk).*