

Records Destruction Information of Highways Department in 2021

Records Type	Quantity of paper records approved for destruction (linear metre)	Contents / Subject Matters
Administrative Records	89.82	<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	1 026.51	<ul style="list-style-type: none"> • Case Files Relating to Contravention of Excavation Permit Conditions • Dimension books • Files, books, diaries, drawings and reports • Files for Public Lighting Projects • Files relating to Capital Works Services • Files relating to Landscaping • Files relating to Public Development Works • Files relating to Research and Development • Files relating to Technical Administration Matters • Files relating to Site Safety Matters • Programme files relating to district except records relating to slopeworks and structures • Records relating to Excavation permit • Records relating to HyD term contracts and consultancy contracts

Records Type	Quantity of paper records approved for destruction (linear metre)	Contents / Subject Matters
		<ul style="list-style-type: none"> • Records relating to HyD term contracts and consultancy contracts (Class C) • Works Order
Total	1 116.33	

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