

## Records Destruction Information of Architectural Services Department in 2022

Records Type	Quantity of paper records approved for destruction (linear metre)	Contents / Subject Matters
Administrative Records	50.23	<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	640.84	<ul style="list-style-type: none"> <li>• Records relating to Departmental Core Services</li> <li>• Finalized contract documents and drawings</li> </ul>
<b>Total</b>	<b>691.07</b>	

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