

Records Destruction Information of Civil Aid Service in 2022

Records Type	Quantity of paper records approved for destruction (linear metre)	Contents / Subject Matters
Administrative Records	6.25	<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	0.84	<ul style="list-style-type: none"> • Operation and exercises arrangements • Training arrangements and materials • Other operational records relating to CAS
Total	7.09	

For enquiries concerning the above destruction information, please approach Civil Aid Service at casenq@cas.gov.hk.